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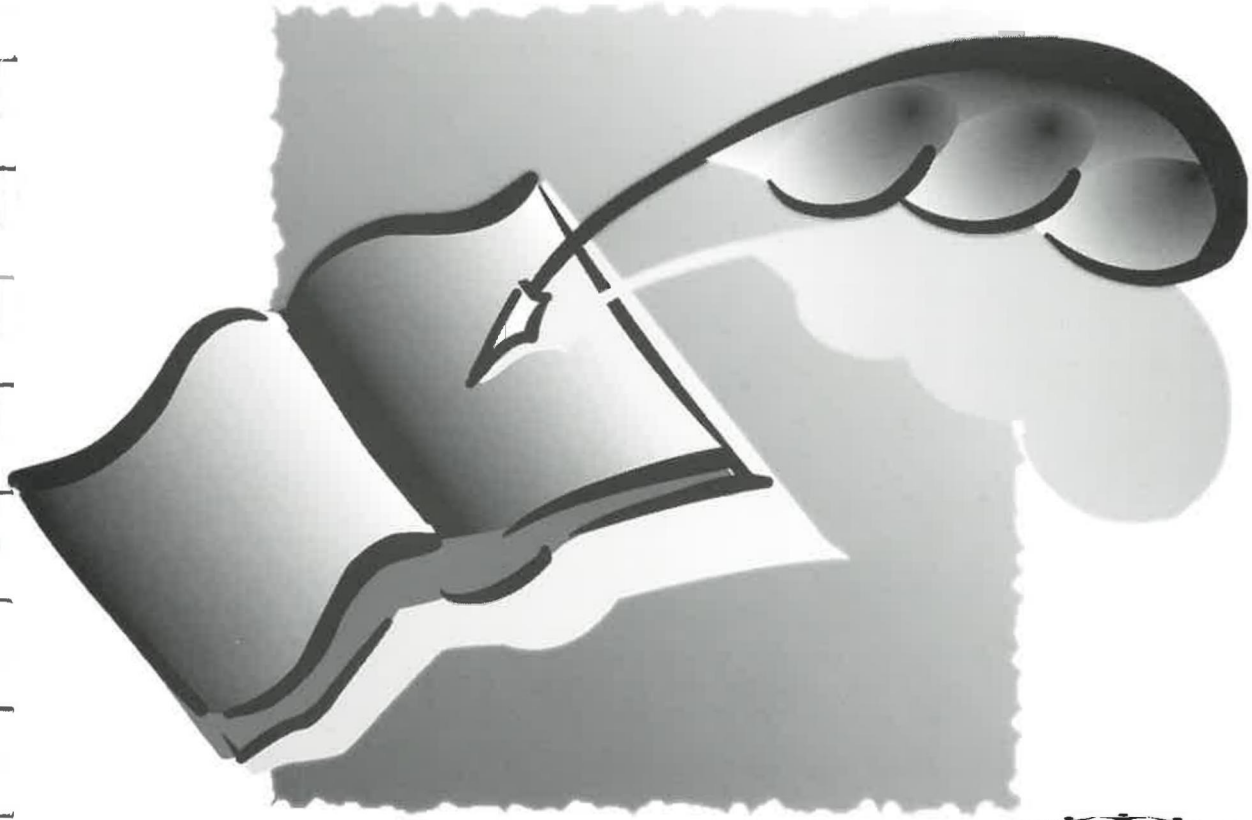
CO:WRITER®

Word Prediction for Better Writing



DON JOHNSTON
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CO:WRITER®

Version 2.0

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A Comprehensive Grammar of the English Language, Longman Group Limited, New York, 1985 [Seventh (corrected) impression, 1989], by Randolph Quirk, Sidney Greenbaum, Geoffrey Leech, and Jan Svartvik.

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Intelligent Word Prediction
A Tool for Productivity

Co:Writer® is a writing assistant that uses intelligent word prediction. Used in conjunction with your favorite word processor, Co:Writer is a productivity tool for anyone who struggles with writing due to injury, physical limitations, language delay or learning disability.

For people with physical disabilities, Co:Writer helps reduce keystrokes. If your hands and fingers don't move well, you may have problems holding a pencil, forming letters, keeping paper straight or typing with more than one finger at a time. Co:Writer makes typing words faster and easier. And it's an essential tool for anyone who uses alternate input to the computer such as single switch scanning, alternate keyboards or Morse code.

> *The good news is that the second time I used Co:Writer, we did a half dozen time comparisons. First, we did normal data entry to establish a benchmark. Then we tried Co:Writer. Even though I was new to Co:Writer, it was still 30-40% faster in every single trial. In the right situations, it vastly improved my input speed. I spend half the time wondering "How does it know?" And, it doesn't drive me up the wall like human word predictors.*
>
> — Tim, who has a physical disability

For people with learning disabilities, Co:Writer helps with sentence construction and word choices. When you type in Co:Writer, it gives you logical word choices — words that fit into your sentence. Co:Writer understands many language components such as subject/verb agreement, word relationships, proper nouns and user preferences. This helps put words in the proper order with correct spelling. Co:Writer

also reads words and sentences as they are typed. This gives you an opportunity for auditory reinforcement and proofing your work by listening to the words.

> *Being a severe dyslexic, the regular word processor was too difficult for me to use. In business, I usually do dictation, but there were times that I would prefer to do my own word processing but I couldn't. Now, with Co:Writer, I have that option.*
>
> — Walter, a businessman

> *Some of our students with learning disabilities were bowled over by the speed and accuracy offered them by Co:Writer. We see enormous applications for students with learning disabilities. The fact that it has speech capabilities makes it invaluable to some who have real problems with reading.*
>
> — Special education professional

For non-speaking individuals, Co:Writer's speech output, the ability to construct novel phrases and the X:PND feature for abbreviation/expansion offers instant communication. This new generation of communication technology lets people do their work and communicate from the same computer.

> *This is the most wonderful program for the kids I work with on a daily basis. I can't tell you how often I recommend it.*
>
> — Speech pathologist

> *My six-year-old son took about 2 minutes to be productive with Co:Writer. He absolutely loves it and is starting to use his computer for communication. He's in a mainstream class.*
>
> — Mother

Quality, quantity and ease of writing are dramatically increased along with the writer's satisfaction and self-esteem. Co:Writer, with its sophisticated word prediction, can make the writing process easier, faster and even better.

Chapter 1

Getting Acquainted with Co:Writer

This section includes step-by-step instructions for starting Co:Writer, a little background information and how to use Co:Writer with other application programs. If you are an experienced Macintosh user and anxious to begin, you may want to use the Installation Instructions and Quick Reference card to get started immediately. But peruse these pages later for tips and more in-depth information.

Get Ready to Begin

Getting ready to use Co:Writer is fast and easy. Take a couple of minutes to review these few pages and you should have a general understanding of Co:Writer and be up and running in practically no time.

In Your Package

In your Co:Writer package, you should have:

- Software Registration Form
  Please complete and return this form so that we can continue to provide you with the highest quality software, offer technical support and keep you informed about new Co:Writer software developments.
- Co:Writer Disks
- Quick Reference
  Instructions for experienced Macintosh users.
- Co:Writer Reference Manual (which you are reading)

A Note to New Macintosh Users

The Co:Writer Reference Manual uses standard Macintosh terms and conventions. You should be familiar with Macintosh menus, commands and mouse movements like *click and drag,*

double click to launch, click OK. You should also know how to open, save and close files. If you are unfamiliar with these terms and techniques, review the documentation that came with your computer.

Before You Install

- Before you install Co:Writer, complete your Software Registration and mail it
- Compare your computer system with the system requirements listed below

System Requirements

To use Co:Writer 2.0, you need:

- A Macintosh with a hard drive
- System 7.0 or higher (recommended)
- 8 MB RAM (recommended)
- A word processor or other program that uses text

Copyright — One Copy, One User

Co:Writer is copy-protected. Each original program disk has a unique serial number assigned to it. *It is intended for use on 1 computer.* Install this program onto your hard drive and keep your original disks as your backup.

If you are an individual end user and have two computers, copyright laws allow you to have Co:Writer installed on both computers, but in use on only one computer at a time.

Sharing Co:Writer

Co:Writer also has the unique capability of allowing you to make demonstration copies that you are welcome to share with associates. The demonstration version of Co:Writer lets your associate try the full Co:Writer program three times. See Appendix A, *Demonstration Copies of Co:Writer.*

Installation

Note: Before you install Co:Writer or any software files, make sure to disable any virus protection software and cancel all computer system extension files. Canceling extensions eliminates the possibility of other files or open applications interfering with installation. To cancel extensions, hold down Shift while starting up your computer.

Install Co:Writer 2.0

Find the 11-character serial number on your Co:Writer disk 1. Make a note of this number; you will need it to complete the installation.

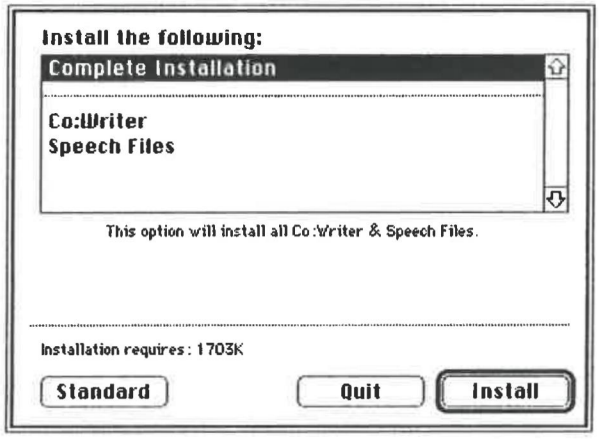
Tip: Write the serial number on the inside cover of this manual for future reference and technical support.

---

1 Insert Co:Writer disk into drive.

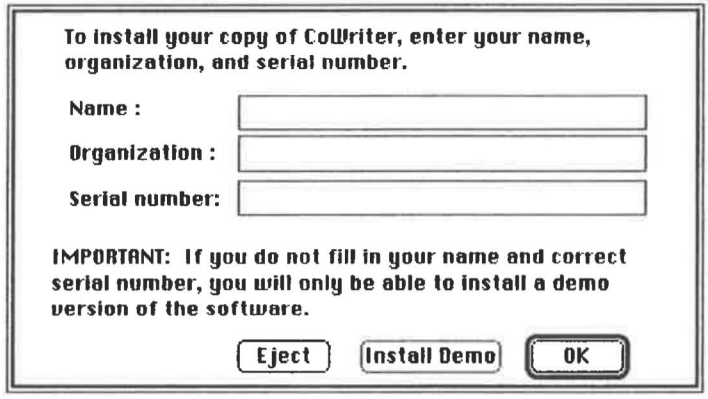
Installer - Double Click

2 Double click the Installer icon.



3 Follow the prompts on screen.

4 When the following screen appears...

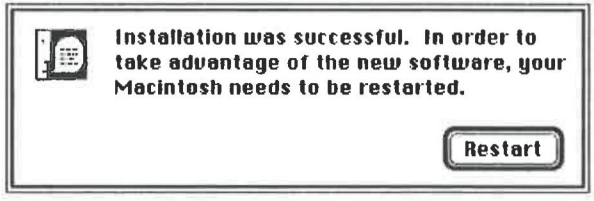

To install your copy of CoWriter, enter your name, organization, and serial number.
Name :
Organization :
Serial number:
IMPORTANT: If you do not fill in your name and correct serial number, you will only be able to install a demo version of the software.
Eject
Install Demo
OK

...type in your name, organization and serial number. The serial number must be typed exactly as listed on your disk.

Note: Use capital letters only. The 0's are all zeros (no letter O's are used).

Use your mouse pointer or Tab to move between fields.

5 Click OK when the information is complete.


Installation was successful. In order to take advantage of the new software, your Macintosh needs to be restarted.
Restart

6 Click Restart. Co:Writer is now ready to use.

What Just Happened

The Installation program creates a new folder on your hard drive called "CoWriter" which includes:

- Co:Writer
- Read Me
- four Main Dictionaries
  - Main Dictionary 0K
  - Main Dictionary 2K
  - Main Dictionary 10K
  - Main Dictionary 40K
- Sample Writer
- Sample Writer International (accepts international characters)

Other files are installed in the System folder:

- MacInTalk Voices (in the System folder)
- DJ Speech Access (in the Extensions folder)
- Sound Manager (in the Extensions folder)
- Speech Manager (in the Extensions folder)
- DJ Preferences (folder within the Preferences folder)

Store your original disks in a safe place. These are your backup disks. Your working copy is now on your hard drive.

Preparing to Use Co:Writer

Co:Writer is a writing assistant with intelligent word prediction. It is designed for use with a word processor or other text application.

In brief terms, Co:Writer operates in conjunction with a word processor. Co:Writer is the active application with the word processor immediately "behind" it. The steps are:

- Launch Co:Writer
- Launch word processor
- "Attach" Co:Writer to the word processing document with the wakeup key

---

Tip: For extra convenience when if you are using System 7.0, make an alias of the word processing program you want to use and keep it in the Co:Writer folder. Or make an alias of Co:Writer or your writer file and keep it with your word processing program.

Tip: Like any Macintosh program, you may rename and/or locate the Co:Writer folder to what you prefer. However, keep the Co:Writer dictionaries, writer files and the application itself all within the same folder.

Launch Co:Writer

Double click the Sample Writer icon to launch the program. With it, it loads the main dictionary, a personal dictionary shell and a blank new words list.

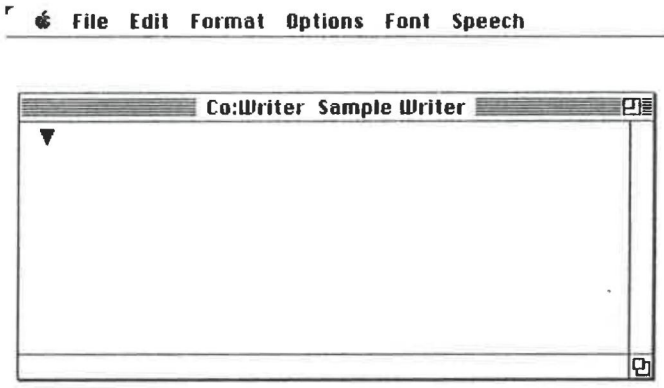
Writer File

A writer file is where Co:Writer keeps information and personal preferences of individual writers (users of the computer and program). You may start a new writer file anytime by selecting either *New Writer* or *Save Writer As...* from the *File Menu.*

Tip: Double clicking the Co:Writer application icon automatically loads the last writer file used.

Launch Word Processor

After Co:Writer is launched, the Co:Writer menus and window appear. It is ready to work, but first you need a word processor.

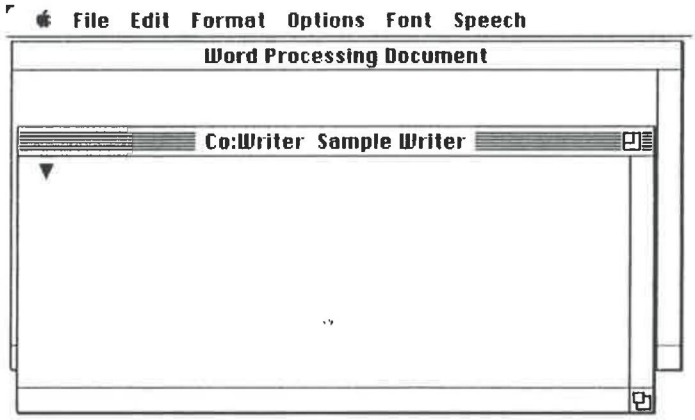


Go to the Finder by using the *Application Menu,* or click the desktop. Double click the word processing application icon to launch it.

Tip: You can launch Co:Writer and your word processor at the same time. At the desktop, select both Co:Writer and the application (shift-click or drag a selection rectangle). Open the files with ⌘O or select *Open* from the *File Menu.*

Wakeup Co:Writer

After launching the word processor, Co:Writer is "behind" it — in a suspended state, ready for you to make it active. Bring Co:Writer to the "front" by pressing the wakeup key +. This tells Co:Writer to send text to this document. Position the Co:Writer Window and the word processing window so that you can see parts of both.

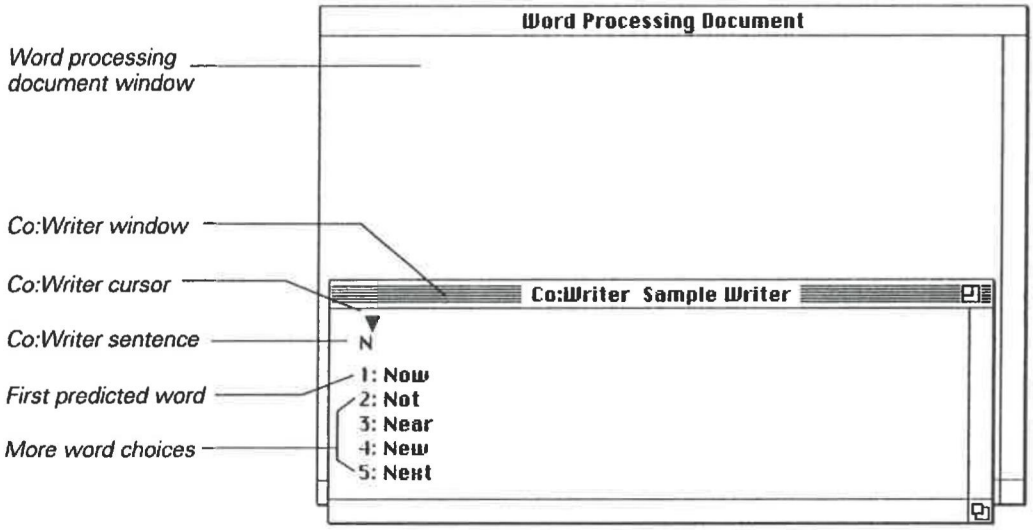


Tip: Whenever you use Co:Writer, it needs to be the front application with your text program. When you switch applications, wakeup Co:Writer to "attach" it to the new application.

Using Co:Writer with a Word Processing Program

With the Co:Writer Window showing, type the sentence "Now is the time for all people to be competitive."

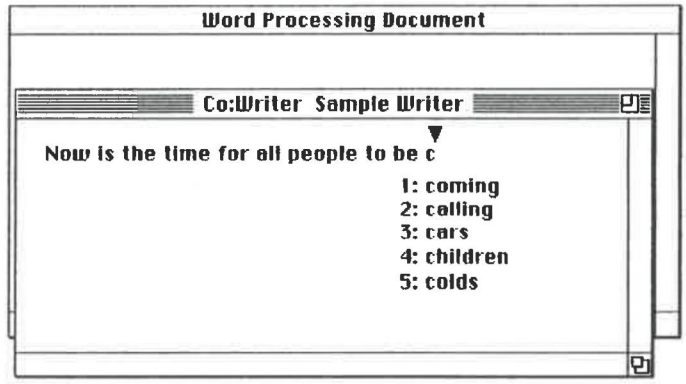
Begin by typing N. Do not use the shift key. Co:Writer knows you are at the beginning of a sentence and automatically capitalizes for you.



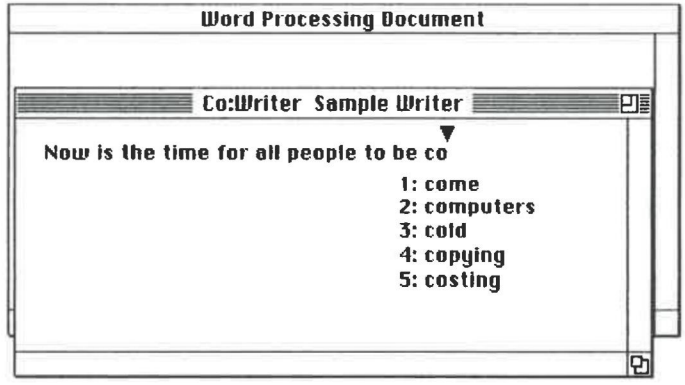
Accept the correct word by one of these methods:

1. Press Spacebar if the correct word is in the line (not shown in example above).
2. Type its number if it is among the word choices.
3. Press ↓ to move a selection box through the word choices.
4. Use the mouse or a mouse pointing device to point and click the word.

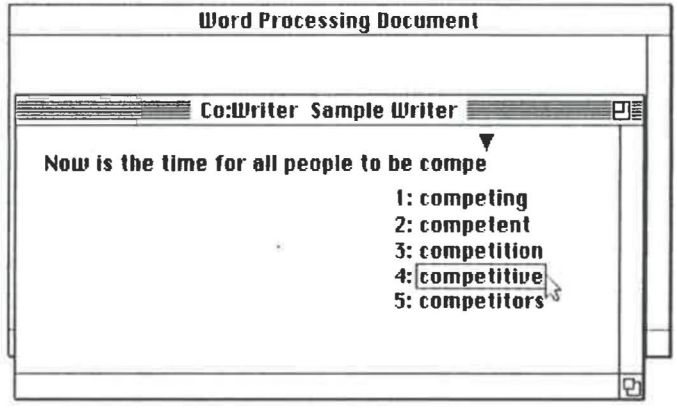
While working with Co:Writer, notice that it automatically spaces for you and predicts words as you go along in the sentence.



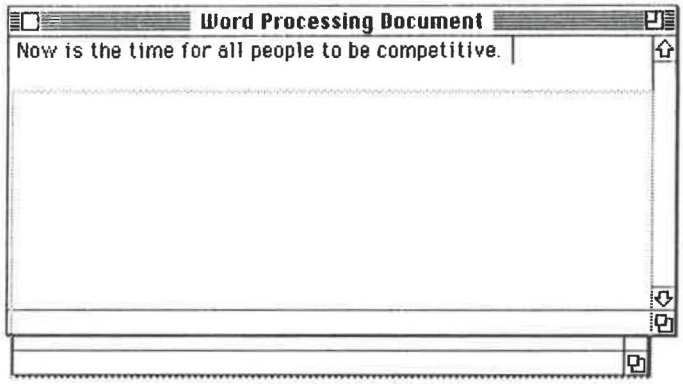
If the word you want is not among the first choices, type the second letter of the word to see different choices...



...and continue typing until your word appears on the list.



After you select the last word of a sentence, type [.]. Co:Writer automatically transfers the sentence to the word processor.



Now you see the word processing document with your sentence and an outline of the Co:Writer Window.

The outline allows you to see your document while Co:Writer remains active. Your next keystroke brings the Co:Writer Window to the front and word prediction begins. It is not necessary to use the wakeup key.

Tip: If your word is a proper noun or jargon, Co:Writer may not predict it the first time. Type it out entirely. Co:Writer adds the word to the Collected Words list and will predict it the next time you need it.

Co:Writer Window Characteristics

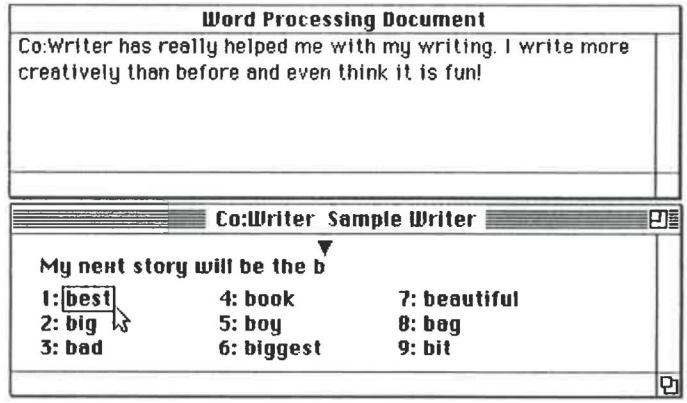
The Co:Writer Window is very much like a standard Macintosh window. You may:

- move it by dragging it by the title bar
- change the size of the window with the size box
- enlarge it with the zoom box
- click it when it is in the background to make it the active window

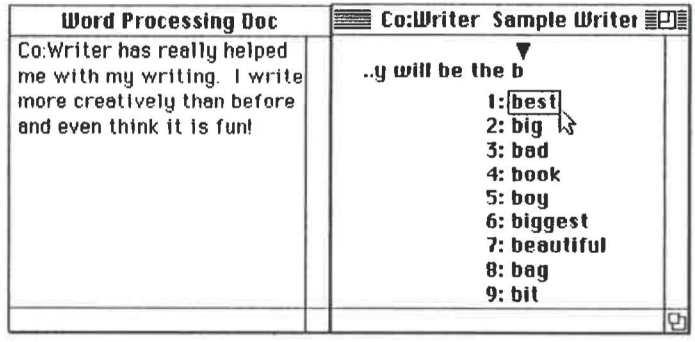
Sizing Up the Co:Writer Window

Try different sizes and arrangements of the Co:Writer Window and files you are working on.

The first two examples are arranged so that you can view your word processing document without the Co:Writer Window obscuring your view.

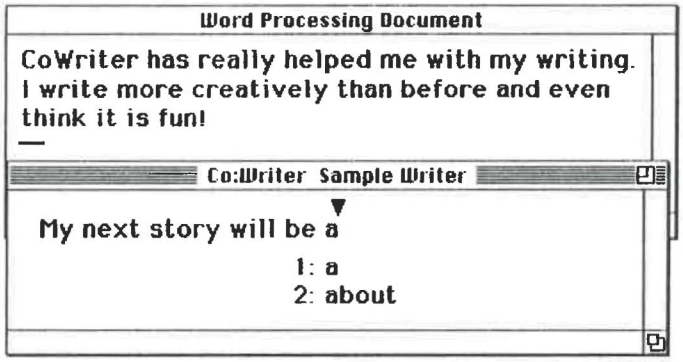


The above arrangement lets the user see the sentence in the Co:Writer Window plus what has been sent to the word processing document. Also, the number of word choices is changed to nine with a Fixed Arrangement (see *Format Menu*).

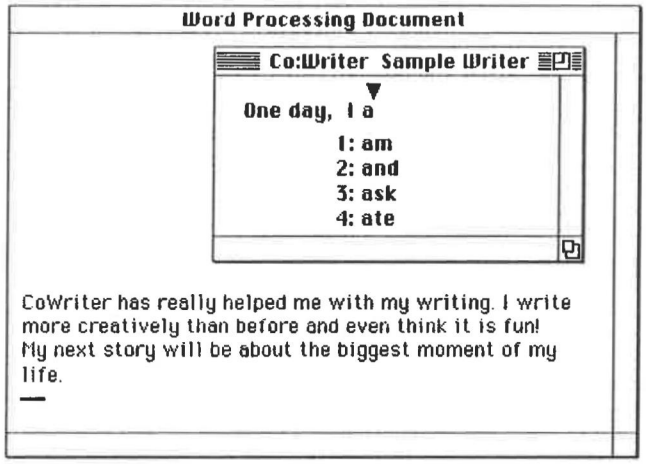


Less of the current sentence shows in the above arrangement but the vertical, side-by-side position with Dynamic Arrangement (see *Format Menu*) may be appropriate for visual tracking for some users.

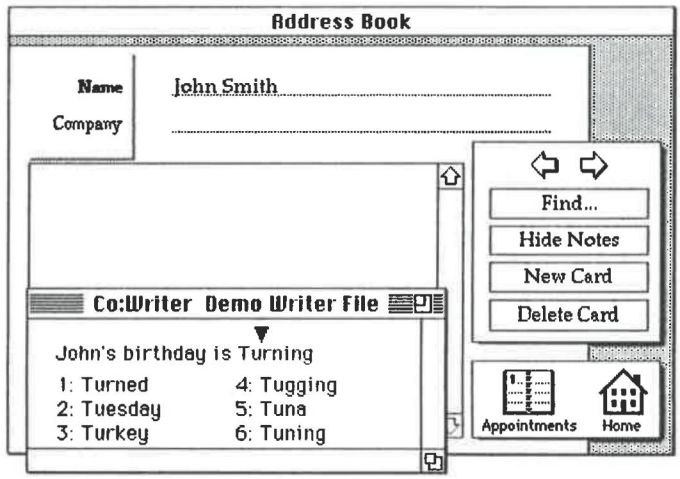
The following examples illustrate several other ways to use the Co:Writer Window with your document.


Word Processing Document
CoWriter has really helped me with my writing. I write more creatively than before and even think it is fun!
Co:Writer Sample Writer
My next story will be a
1: a
2: about

Using larger fonts in both windows may be appropriate for younger users or to meet visual needs.


Word Processing Document
Co:Writer Sample Writer
One day, I a
1: am
2: and
3: ask
4: ate
CoWriter has really helped me with my writing. I write more creatively than before and even think it is fun! My next story will be about the biggest moment of my life.

This arrangement places a small Co:Writer Window within the word processing document. This keeps the Co:Writer Window away from the last sentence entered.



Using a small Co:Writer Window in this arrangement allows the user to see most of the HyperCard stack.

Save, Print or Edit the Word Processing Document

When you finish entering text, save, print or edit the document just as you would if you were working with the word processor alone.

First, you need to make the word processing document the active window. To do that:

- Click the word processing window, or
- Select the word processor from the application menu (upper right corner of the menu bar)

Co:Writer remains open but stays in the background while you work. Make the Co:Writer Window active at any time by typing the wakeup key.

Chapter 2
Practical Co:Writer

This section describes several typical writing tasks, such as letters and reports, and how Co:Writer helps complete them. Throughout the section are application tips and ideas for better efficiency and creativity.

Creative Writing

Use Co:Writer for essays, short stories, poems, letters or for any task for which you regularly employ a word processor.

For these examples, Co:Writer options are set as follows:

Format Menu:

Predict In-Line	checked
Predict Ahead	not checked
Fixed Arrangement	checked
Predict 7 Words	checked
Hide Window Title	selected

Options Menu:

Favor Recent Words	not checked

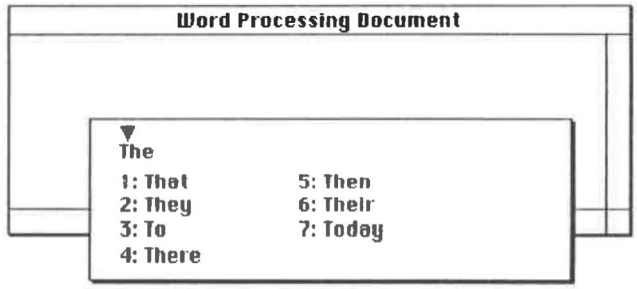
All Capital Letters

Suppose you are writing an essay entitled "The Magic North" and you wanted one word in the title in all capitals, like this:

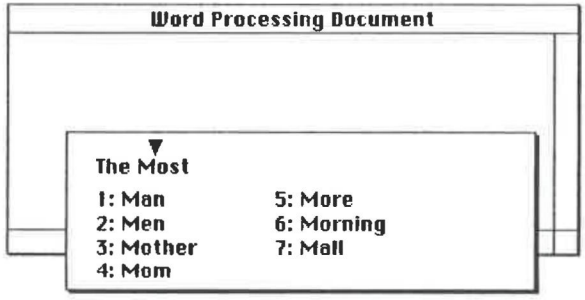
The MAGIC North
By Chris Piper

Co:Writer capitalizes words in several ways. In this example:

1 Type "The" as usual.

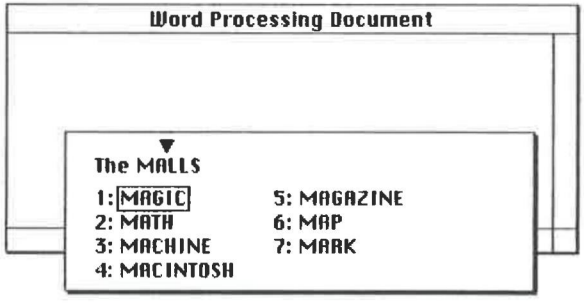


2 For "MAGIC," type Caps Lock and then M.



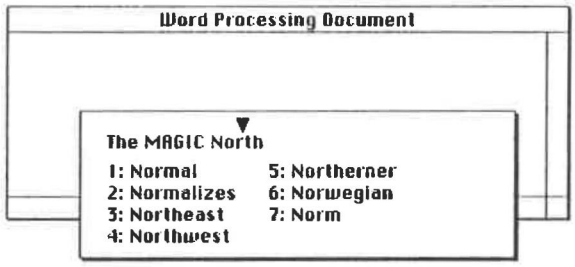
All of the word choices are capitalized. But you want the entire word in capital letters.

3 Use Shift with A and all the letters in the word choices are capitalized.

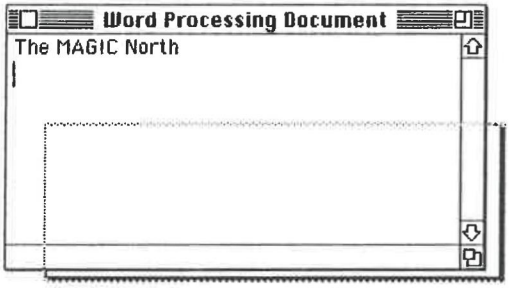


4 Accept MAGIC. Release Caps Lock. Now you need a capital "N" for "North." Use Shift N.

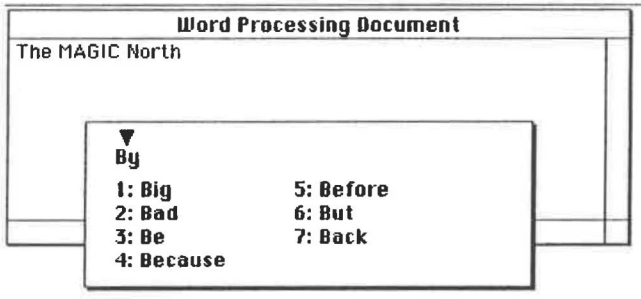
All of the word choices are capitalized. But you can cancel the capital letters by typing the next letter, "o." Continue typing until you see the choice "North" displayed. Accept "North" in the title.

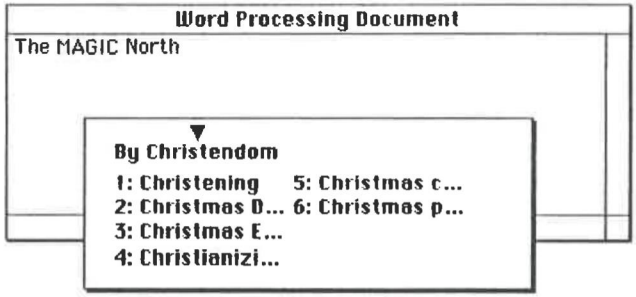


5 Use Return to send the title to the word processor. This does two things: sends the text to the word processor and puts in a carriage return. The result is that the text insertion cursor is on the next line, ready for "By Chris Piper."



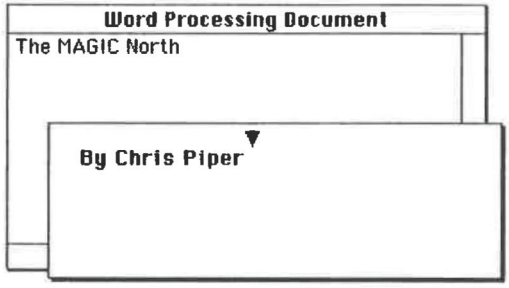
6 To type the byline, follow the capitalization procedure just outlined.





"Chris" is a proper name and not in the dictionary.

7 Use the Chop Word key ([\]) here to shorten the in-line choice to "Chris." Continue for "Piper."



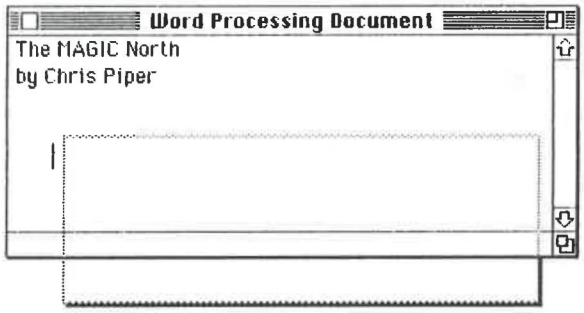
Tip: If you type "By Chris Piper" again, those words are now predicted. There is no need to use [Shift] because the words were originally accepted with capital letters. Select *Edit Dictionaries* from the *Edit Menu* to see the Collected Words List.

Tip: Use [Shift] in the middle of a long word to capitalize the whole word. Try "The MAGNIFICENT North" this way.

Paragraphs

Suppose you want to put two blank lines in the essay and begin a paragraph. You can do that without leaving Co:Writer.

1 When the outline of the Co:Writer Window is showing, press [Return] two times to get blank lines and [Tab] to indent the paragraph. The cursor moves within the word processor.



Some keystrokes work almost "transparently" when the Co:Writer outline is showing. This lets you do some minor formatting in your word processor without leaving Co:Writer.

Keys that work transparently are:

Delete ↑ ← ↓ →

Enter Return

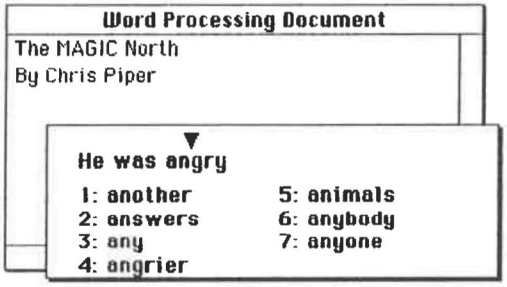
Tab

Tip: Keys may act differently in different applications.

---

2 Now the paragraph can begin correctly. Try the sentence:

He was angry.



Accept the in-line word by pressing . and the sentence is sent to the word processor. If "angry" is not your in-line guess, but among the word choices, try using ↓ to select it and then press . to accept it.

Insert a Word with Co:Writer

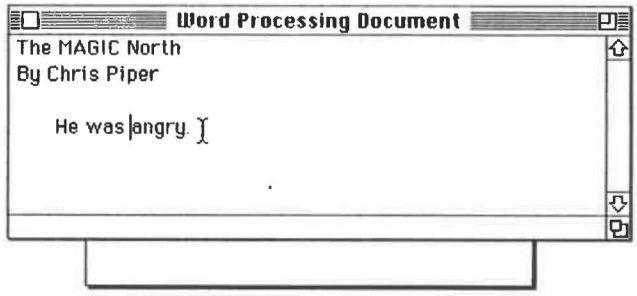
Suppose you forgot a word or wanted to insert a word within a sentence. For example, you typed "He was angry," but what you really wanted was:

He was very angry.

You need to insert a word into a sentence that is in your word processing document. For this, you can use the insert mode. This mode makes it easier for you to insert words within a sentence by preventing Co:Writer's automatic capitalization. The steps are:

1 Click the word processing file to make it the active window.

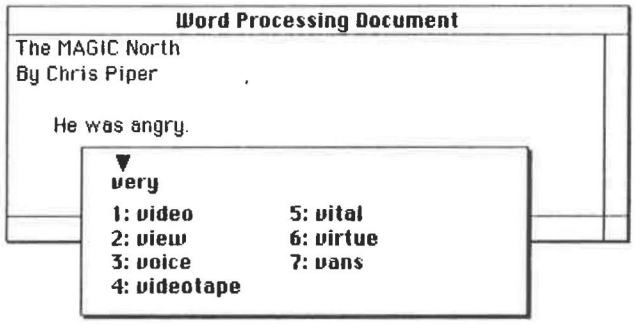
2 Position the flashing text insertion point within the sentence just before the word "angry."



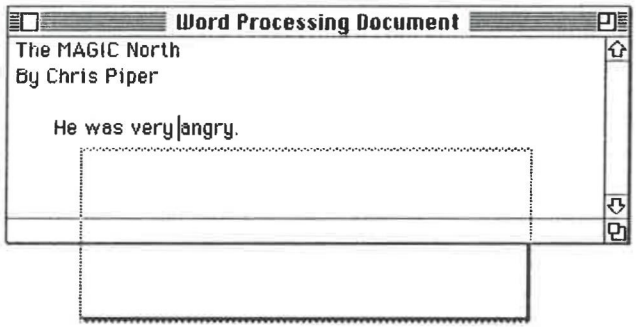
3 Press your wakeup key to see the Co:Writer Window.

4 Press Spacebar once which starts the "insert mode" and prevents automatic capitalization.

5 Type V for "very."



6 Press Enter to transfer the words to the word processor, with one space after the last word.



Tip: Normally Enter sends text to a file followed by two spaces. When using the insert mode, Enter sends text to a file followed by only one space.

Tip: Prevent automatic capitalization of the first word in the Co:Writer window by pressing Spacebar first.

Correspondence

Use Co:Writer for personal and business correspondence. Some techniques described in the previous section are reinforced here. To follow these examples, do not use the *Predict Ahead* feature. In the *Format Menu*, select *Predict Ahead* to uncheck it.

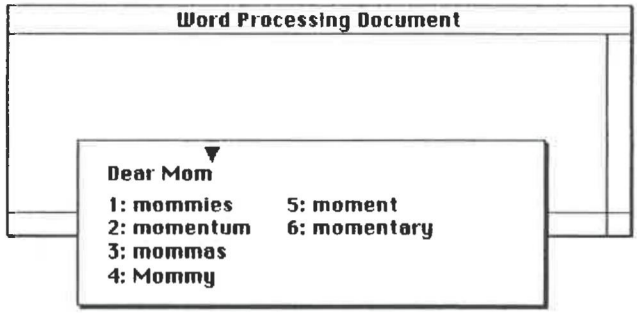
Write a Letter

Writing letters requires some specialized use of punctuation. Try the following example with Co:Writer:

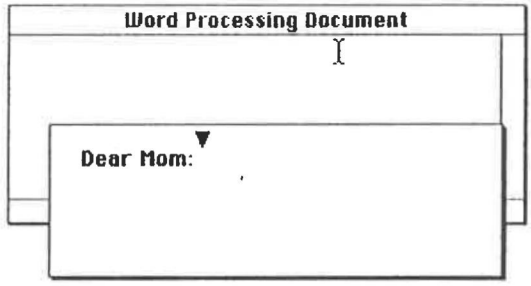
Dear Mom:
Thank you for the birthday present. It was nice.
Sincerely,
Mark

1 Type and select the word "Dear." Remember, it is not necessary to use Shift for capitalization at the beginning of a sentence.

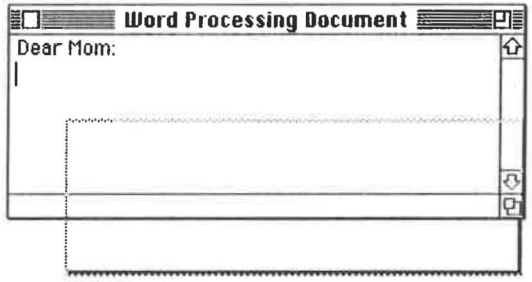
2 Type and select the word "Mom". Because "Mom" is capitalized in the Main Dictionary, Shift is not necessary.



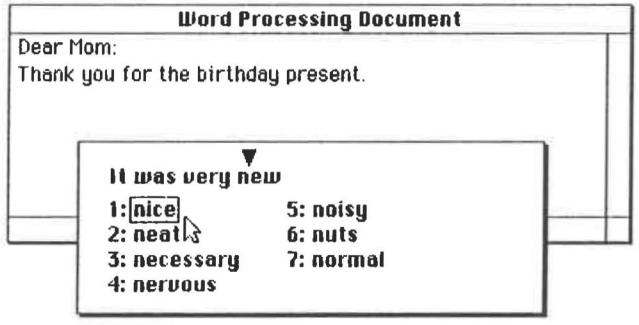
3 For a colon, type Shift ;. Co:Writer automatically inserts the colon.



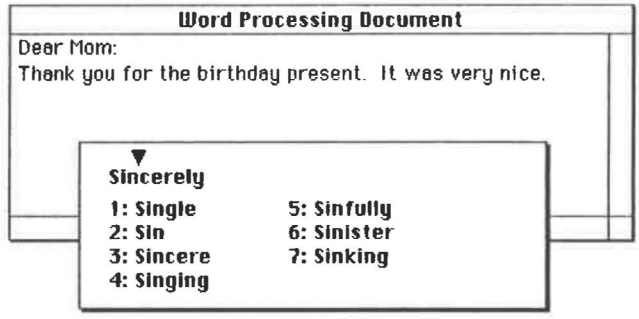
4 Press Return to do two things: send the sentence to the word processing document and put in a return. The result is "Dear Mom:" on one line and the text insertion cursor on the next line ready to start the body of the letter.

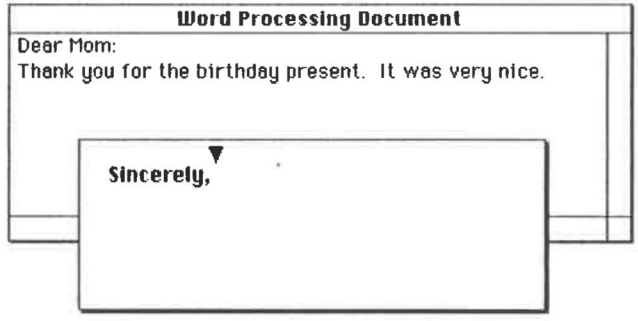


5 Use Co:Writer to type the body of the letter.



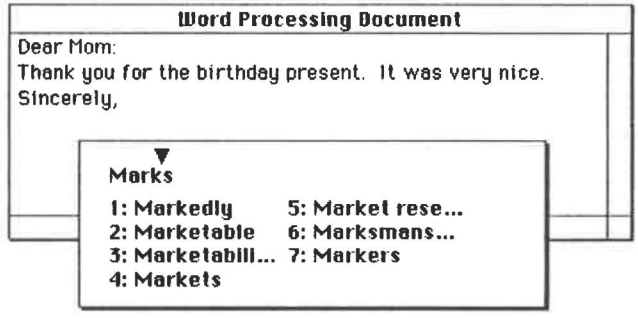
6 When finished, type Return to start "Sincerely" on a new line. Accept it with the comma instead of the Spacebar.



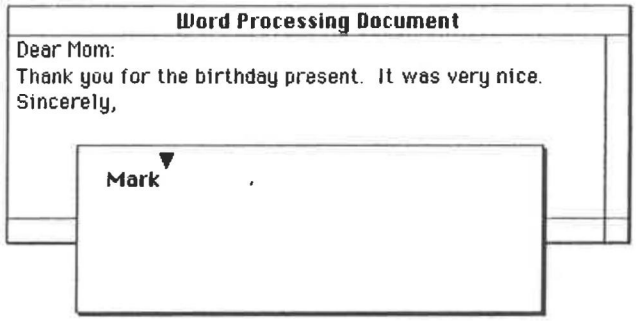


Then press Return.

7 Finish the letter with "Mark." The name "Mark" is not in the main dictionary, but the word "mark" is, with several word variants. It will be capitalized because you are at the beginning of a sentence. But you may have to use the Chop Word feature of Co:Writer.



With the Cursor preceding the "s," press \, the Chop Word key. It cuts off letters after the cursor.



Press Return to finish.

Tip: Punctuation such as commas, colons and semicolons can accept selected words. If the word is already accepted, Co:Writer automatically backs up and inserts the punctuation after the last word.

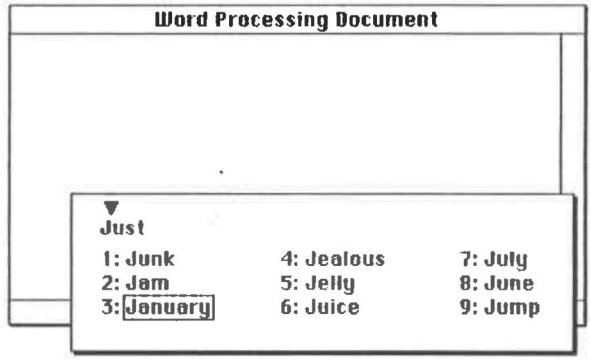
Tip: If you wish to use a form of punctuation without any Co:Writer action accompanying it, use the Command key with the punctuation mark. For example, usually the period accepts a word, ends the sentence, transfers it to the word processor and adds two spaces. But if you type ⌘., Co:Writer inserts a period in the sentence exactly where you typed it without carrying out the other actions.

Write a Memo

Memos are more terse and formal than letters. Suppose you are writing a memo similar to the following:

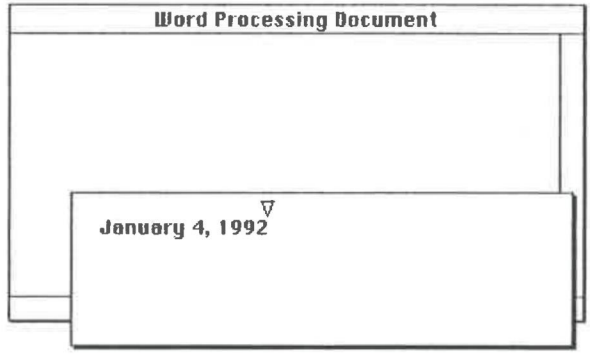
January 4, 1992
To: Mr. Smith
From: Mrs. Berry
Re: Meeting
The meeting today is cancelled.

1 Type and accept "January."



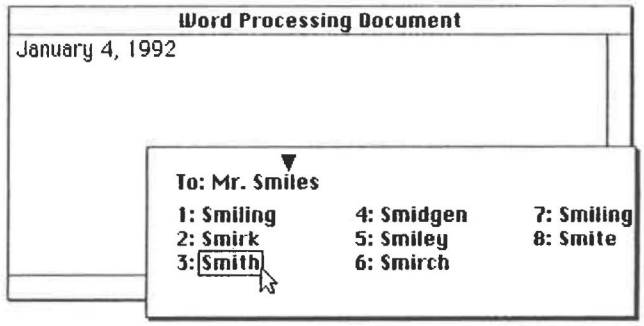
2 To type a date, use True Keys. True Keys is a "literal mode" for Co:Writer that lets you type numbers, dates, addresses and similar items in the Co:Writer sentence. (Remember, numbers ordinarily select from the word choices presented.)

Start True Keys by pressing Esc. The Co:Writer cursor changes to let you know you have changed modes. Then type the date. Remember, there are no prediction or convenience features in True Keys mode.

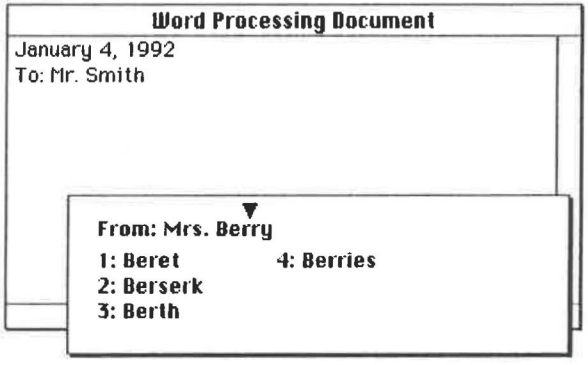


Press Esc again to exit True Keys mode and Co:Writer returns to normal. Use Return to send the date to the file.

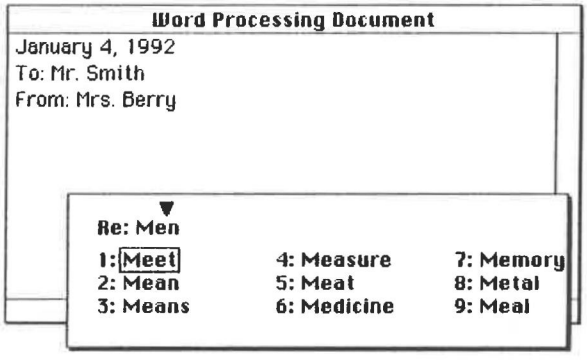
3 Type and select "To." Then insert a colon with Shift ;. Then type "m" for "Mr." There is no need to use Shift because the capitalization is entered in the dictionary. However, Shift is necessary for "Smith."



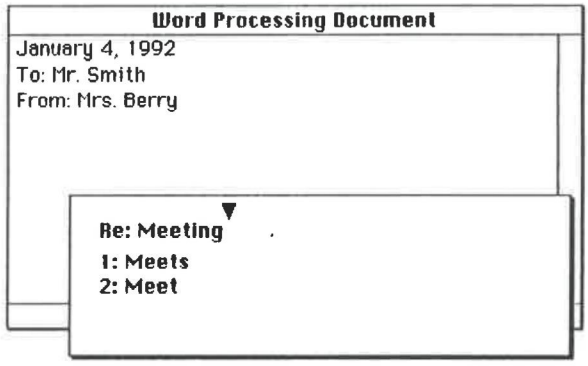
4 Use Return to send the line to the file. Perform the same procedures for "From: Mrs. Berry."



To get "Re," type R E and then chop (\ ) the extra letters. Type a colon with Shift ; and use Shift M to capitalize "Meeting."

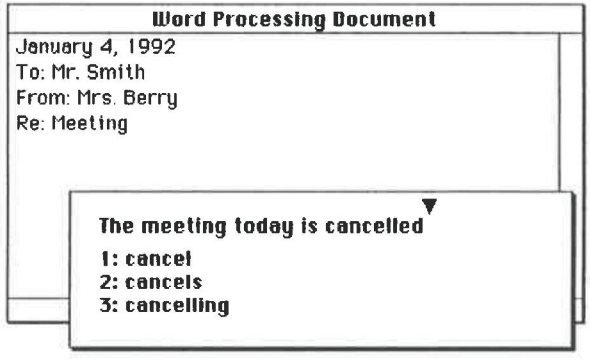


5 The word "Meet" is among the word choices. Type the second "e" and "Meeting" is one of the word choices.



6 Begin the body of the memo by indenting the first sentence. While the Co:Writer Window is an outline, press Tab, which automatically inserts a paragraph indent.

Type the memo.



Tip: True Keys stops and starts with Esc or ⌘ =.

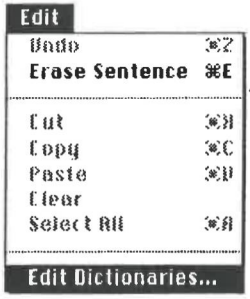
Tip: To type a word with different endings, accept the word and then press →. More general suffixes are displayed with ⌘ →.

Enter Abbreviations and Expansions

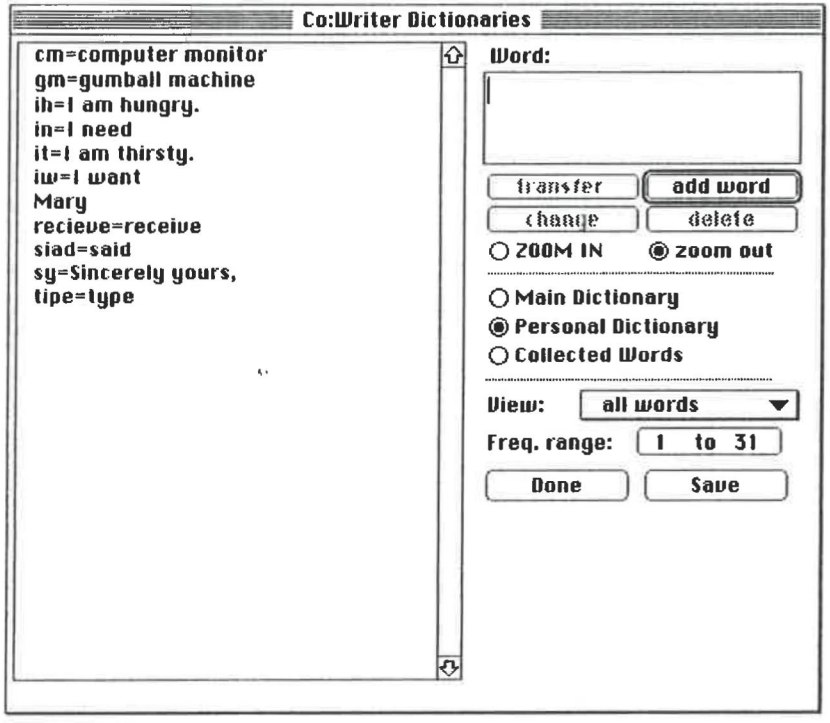
Save time and keystrokes by using Co:Writer's X:PND feature to enter abbreviations and expansions in your personal dictionary.

Enter an abbreviation for the sentence, "I am ready to go now."

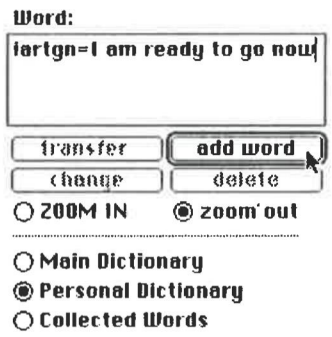
1 Open your personal dictionary. Select *Edit Dictionaries...* from the *Edit Menu.*



2 Select the Personal Dictionary radio button.

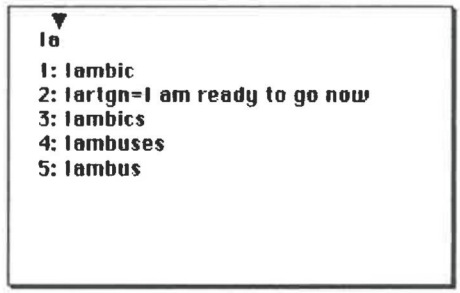


3 Enter an abbreviation for the sentence into the word text box as shown below.

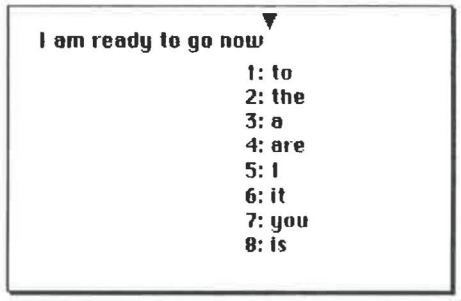


4 Click Add Word, then Done to close the dialog and save the abbreviation.

5 Type the first few letters of the abbreviation.



6 Select the expansion from the list.



For more about how to use X:PND for abbreviations and expansions, see Chapter 3, "Personalizing Co:Writer." For more about dictionaries, see Chapter 6.

Chapter 3

Personalizing Co:Writer

The size and placement of the Co:Writer Window and the display of predicted words within the Co:Writer Window are easily customized to suit individual needs and tastes. Easily change how many predicted words appear, where they appear and many other factors.

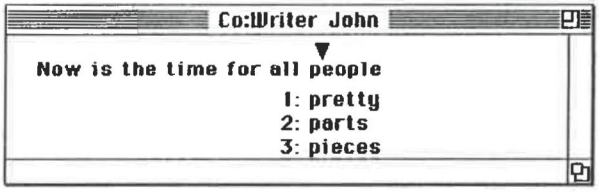
Window Display

Show Window Title/Hide Window Title

There are two ways to display the Co:Writer Window:

- Plain white window

- Window with title bar, size box and zoom box



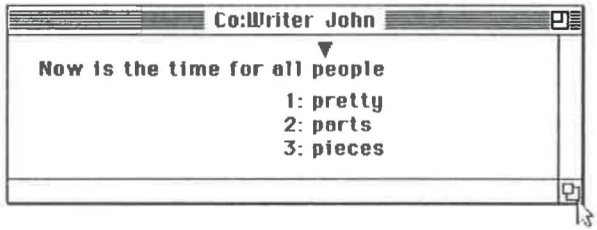
This is controlled by the *Show Window Title/Hide Window Title* toggle in the *Format Menu*. When *Show Window Title* is

selected, Co:Writer displays all of the window elements. When *Hide Window Title* is selected, the window elements are not displayed. However, the functions are still active, as described in the following section.

Size and Placement of Co:Writer Window

The Co:Writer Window acts, in large part, like a standard Macintosh desktop window. Move the window by pointing to the title bar and dragging. This works even when the title bar is not showing — point to the top of the window where the title bar would be if the display were turned on.

Resize the Co:Writer Window in the same way. Point to the size box in the lower right corner of the window and drag to the desired size. If the size box is not showing, point to the corner where it would be showing and drag.



Click the zoom box in the upper right corner to enlarge the Co:Writer Window. Click the zoom box again to return the window to its original size. If the zoom box is not displayed, click the corner where it would be showing if the display were turned on.

Size Window to Fit/Revert Window

Size Window to Fit is a menu toggle to automatically resize your Co:Writer Window so that it is as wide as your computer screen. This size is designed to display the maximum amount of in-line sentence.

To return the window to its previous size and placement, select *Revert Window.*

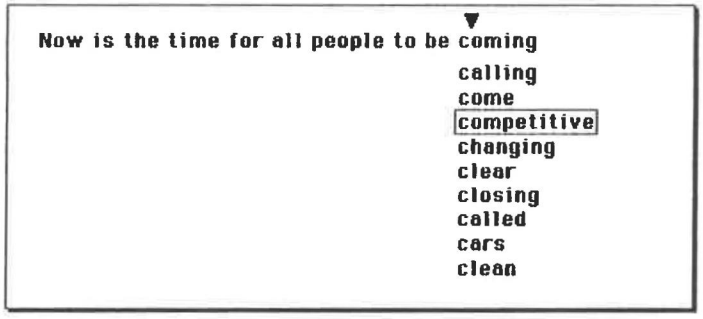
Use these options to get the most appropriate window display for your needs.

Tip: The zoom box in the Co:Writer Window has a similar function to *Size Window to Fit/Revert Window*. Click the zoom box to enlarge the window to fit the computer screen. Click again to revert.

Show Numbers/Hide Numbers

This format option turns on and off the display of numbers in the predicted words. After deciding how many words you want in the choice list, you may choose whether or not to actually show the numbers.

Choosing to hide the numbers may benefit some writers who may have trouble distinguishing between the numbers and words. Other writers may prefer the cleaner look.



However, when the numbers are hidden, words from the list cannot be selected with the number keys. Instead, use a mouse pointing device or ↓ Spacebar.

Tip: A benefit of having the numbers hidden is that you may type numbers in the Co:Writer sentence since they no longer select words. This may be a quicker way for some writers to type numbers in the sentence.

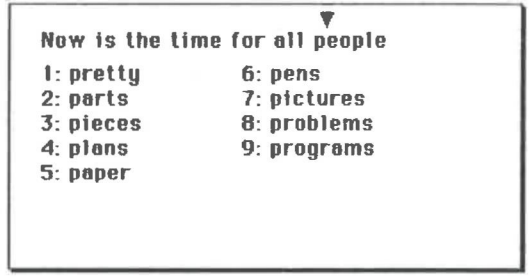
Arrangement Options for Word Choices

The writer has a number of options as to how words are arranged in the Co:Writer Window. Word choices may be arranged in a horizontal, fixed format; a columnar, dynamic format; single- or double-spaced; alphabetically or statistically.

Dynamic vs. Fixed

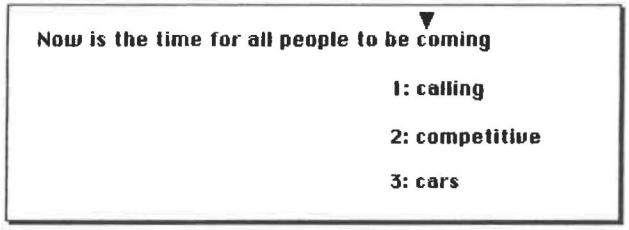
With a dynamic arrangement, selected in the *Format Menu*, word choices appear in a column directly below the word being typed. As you write your sentence, the column of word choices moves along with the sentence. The word choices are dynamic and move directly below the place you are typing.

With a fixed arrangement, selected in the *Format Menu*, the word choices are in a horizontal and fixed format. The word choices never move. This arrangement may be useful for individuals that work better with a left-to-right sequence, when a stable appearance is important or when it suits the writer's taste.



Double-Spaced Word Choices

Choosing this option (in the *Format Menu*) places greater white space between word choices just as the double-spacing option does in a word processing program. This option may help some writers with reading word choices. Also, try this option if you use a mouse pointing device to make word selections.

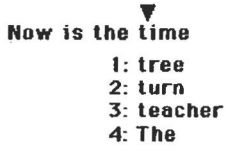


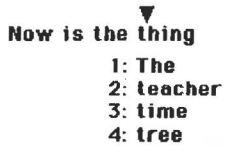
Tip: Use the size box to make the Co:Writer Window bigger to see more predicted words. If you have hidden the window title (and size box), point to the lower right hand corner of the window and hold down the mouse button until the window outline appears, then re-size.

Alphabetical Order

Co:Writer typically lists word choices in the order in which suggests the most likely to be wanted. In other words, word number one is the word that Co:Writer thinks is your most likely choice, word two is the second most likely and so on.

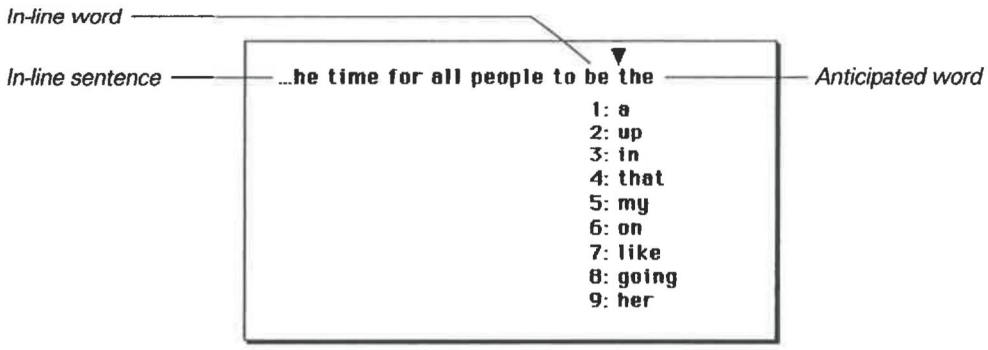
However, the writer can sort the word choices by alphabetical order. Some writers may find it easier to read through the word choices with this option. Select *Alphabetical Order* from the *Format Menu.*





The In-Line Sentence and Words

The sentence being typed in the Co:Writer Window has many elements. Among them are the part of the sentence already typed, the currently predicted word and an anticipated predicted word.



- *In-line* refers to the sentence being written in the Co:Writer Window before you send it to the word processor.
- The *in-line predicted word* is the word you are currently typing in the sentence.
- The *anticipated word* is the word ahead of the one you are typing. Anticipated words are predicted before you enter any letters. These predictions are based strictly on grammar.

Predict In-Line

With *Predict In-Line* turned on in the *Format Menu*, Co:Writer predicts a word in the space where you are typing. This is the word calculated to be the best prediction Co:Writer can make statistically. In other words, it is Co:Writer's best guess of what you may be typing. All that is required to accept this word is the spacebar.

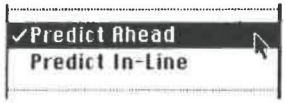
Tip: If you prefer using number keys to make word selections, type [0] to select the in-line word.

With *Predict In-Line* turned off, predicted words do not appear in this space. What appears in this space are the letters you have actually entered. A writer may prefer this mode because it has the appearance of "natural" or unassisted typing.

Tip: Some writers may find that predicted words "popping up" in the middle of their sentence to be confusing. Turn off *Predict In-Line.*

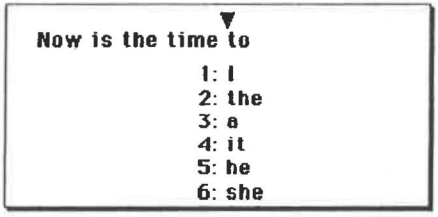
Tip: Try turning off *Predict In-Line* if you are typing mostly short words and you find it faster to type them rather than select them. Keep the list of word choices below the sentence from which you may select the longer words.

Predict Ahead



With *Predict Ahead* selected in the *Format Menu*, Co:Writer tries to anticipate what you are typing and predicts words ahead in the sentence. Co:Writer uses all of its prediction rules on these words but without a letter clue.

Co:Writer starts predicting ahead once the writer accepts a word. It offers an in-line word plus the list of words choices. If none of the anticipated words are what you want, begin typing the word. Prediction resumes using your letter input.



However, even though the anticipated word is displayed, it is not a part of the in-line sentence. This means that if you want the anticipated word to be in your sentence, you must accept it before doing anything else such as using punctuation or adding an ending. Conversely, if you do not want the anticipated word in your sentence, start typing the word you want.

When you are at the end of a sentence, the anticipated word still appears but may seem "dangling" or out of place. For example, a sentence may look this one:

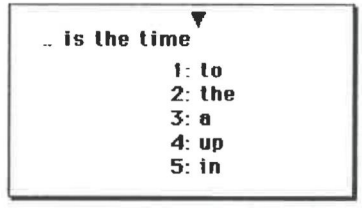
Now is the time for all people to be competitive to

Go ahead and type the period. The sentence transfers to the word processor without the anticipated word.

Tip: When you want to enter punctuation such as a comma or period and the anticipated word is correct, select the anticipated word first. Punctuation is entered after the word you are typing or after the last word accepted.

Long Sentences

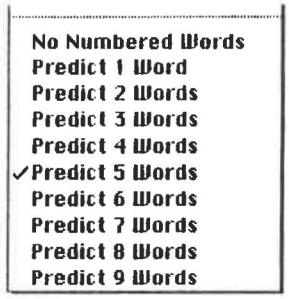
When the Co:Writer sentence becomes longer than the Co:Writer Window, it scrolls to the left and out of view. The ellipses indicate part of the sentence is out of the window.



Tip: You may hear the sentence using ⌘T, or select *Speak Sentence* in the *Speech Menu.*

Tip: Select *Size Window to Fit* to see more of the sentence. It is not possible to scroll back through the Co:Writer sentence. Using long, horizontal windows helps to minimize this.

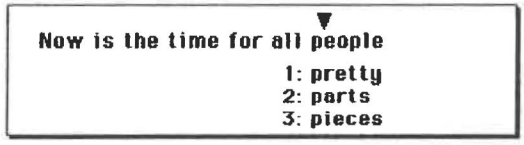
How Many Word Choices

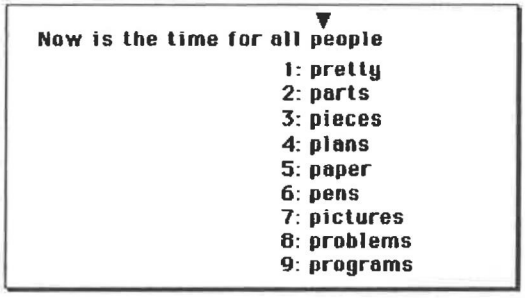


Select how many numbered word choices you want Co:Writer to display under the in-line sentence in the *Format Menu*. Some writers may prefer fewer word choices and others more.

Selecting *No Numbered Words* in the *Format Menu* means that Co:Writer offers a word only in the in-line sentence and none below.

The size of the window and the font selected affects the number of word choices showing in the Co:Writer Window. When you change the size of the window or the font, the number of word choices displayed increases or decreases to fit the new size.





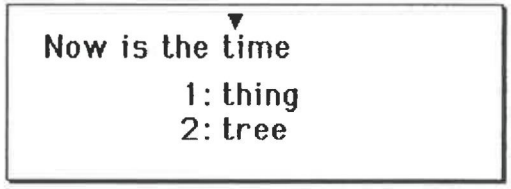
Tip: A quick way to change the number of word choices in the Co:Writer Window is to resize the window.

Word Display

There are other ways to change the way words are displayed within the Co:Writer Window. You may change the font, size and other elements within the window.

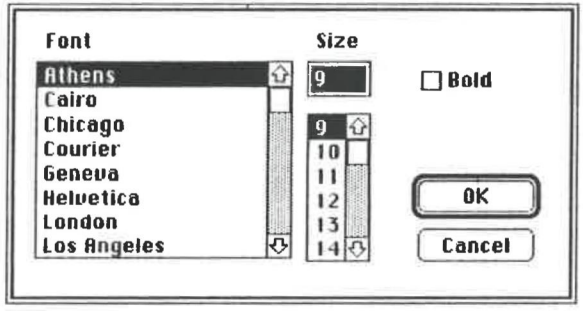
Font & Size

Change the type size and the type style of the words appearing within the Co:Writer Window from the *Font Menu*. Several different type elements are already combined to help reduce the number of times you must go to the menu to make a change. To try different styles to find one that suits you, type a word or two and generate word choices. Then select a different font. All the words change automatically.



Other System Fonts

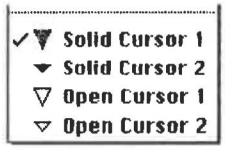
If you have a different font in your system that you would like to use in the Co:Writer Window, choose *Other . . .* to select that font and size for display. The fonts listed will differ depending on which you have installed in your system file.



Tip: Coordinate your selection of the Co:Writer font with the font in the word processing document. For instance, some writers may benefit from the Co:Writer font being bigger and bolder than the font in the word processor since it is in the background. On the other hand, other writers may prefer to have both fonts match for better continuity. You control the font in the word processing document by using the font, style or format menus within the application program itself.

Co:Writer Cursor

Writers may also change the in-line cursor that appears in the sentence that is being constructed in the Co:Writer Window. Some writers prefer a large cursor, while others prefer a less intrusive marker.

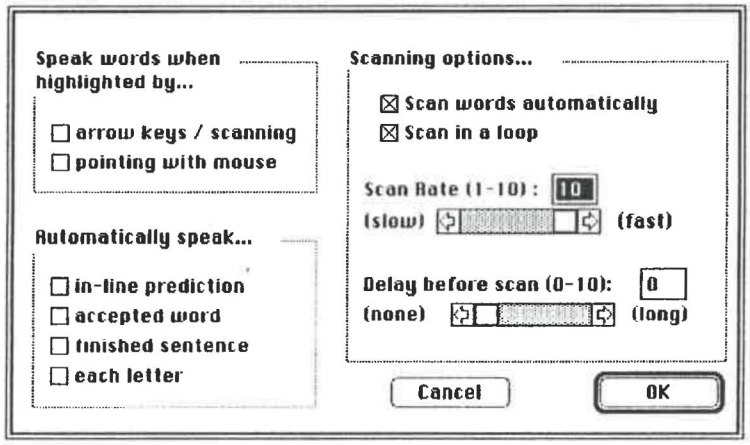


In any case, the cursor always appears immediately after the last letter typed by the writer or after the last word the writer accepted.

Speech and Scanning Options

Speech options are important for people who have difficulty seeing the computer screen, for people who desire a speech cue or speech reinforcement, for language help or for non-readers.

Co:Writer uses MacInTalk for speech. The MacInTalk II voices and other necessary files were put in the System folder during Co:Writer installation. See Appendix B for other speech options.



Scanning options are with the speech options because the two functions can be related. You may want the word choices to automatically scan and speak at the same time. Or, you may require a silent scan. Combine the options to meet your needs.

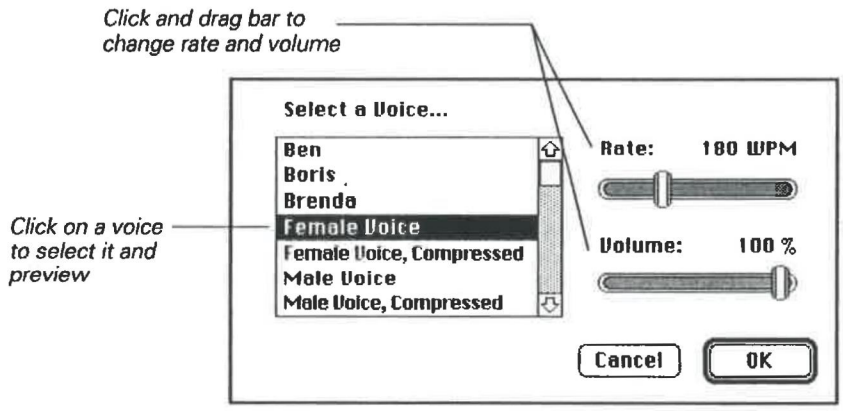
The "Scan Rate" determines how fast the selection box moves through the word choices. The "Delay before scan" determines how long Co:Writer waits before beginning the scan.

To speak and scan words automatically, check two options: "arrow keys/scanning" and "Scan words automatically." If you want to hear the completed sentence before it is transferred to the word processor, check the option "finished sentence."

Tip: To speak any numbered word choice at any time, press ⌘ and its number: ⌘ 1, ⌘ 2, etc. To speak the in-line predicted word, use ⌘ R.

Choosing a Voice

Select *Voice Settings...* from the *Speech Menu*. The Voice Selector dialog box opens.



The list of voices in Voice Selector will differ depending on whether you are using MacInTalk II, MacInTalk II Pro or an external speech synthesizer.

Any changes made in Voice Selector will affect only the software you're currently using.

Choosing Speed and Volume

1 With the Voice Selector dialog box open, scroll through the voice list and highlight one to hear its sound.

2 Click the Rate bar and drag to speed up or slow down the voice. The system speaks the new speed using the highlighted voice.

3 Click the Volume bar and drag to raise or lower the voice volume. The system speaks the volume percentage using the highlighted voice.

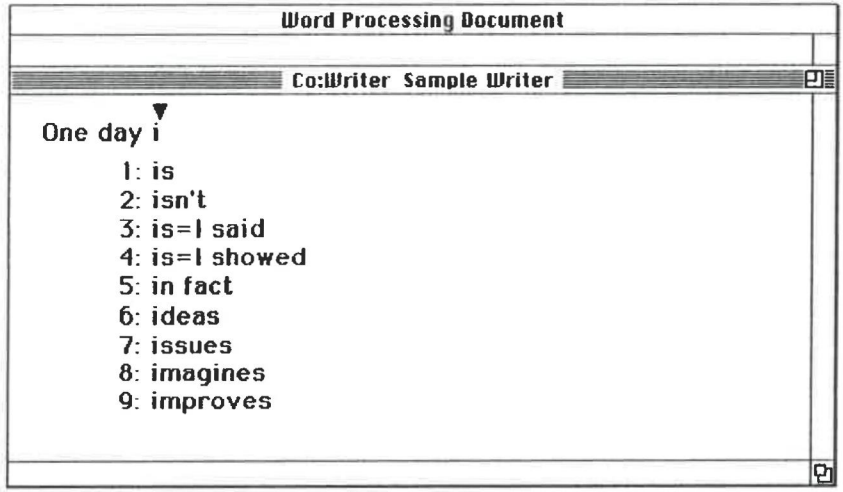
The voices will sound a bit different depending on which type of speech synthesizer your computer uses. Experiment with the different voices, rates and volumes to determine the best settings for your application.

X:PND Feature for Abbreviations and Expansions

The X:PND feature lets you assign abbreviations to long words or phrases so you can save the time and keystrokes needed to enter the entire item. Use one abbreviation to stand for several expansions. Or give each word or phrase a different abbreviation. Use the X:PND feature for:

- communication phrases and sentences
  - dywt=Do you want to
  - pgm=please get me
- common or frequently-used phrases
  - chb=chairman of the board
  - jgs=John G. Smith
  - sy=Sincerely yours
- correcting "creative" spelling, frequently misspelled or mistyped words
  - siad=said
  - tipe=type

When you enter an abbreviation, Co:Writer predicts expansions along with regular words, so you have even faster access to the words you really want.

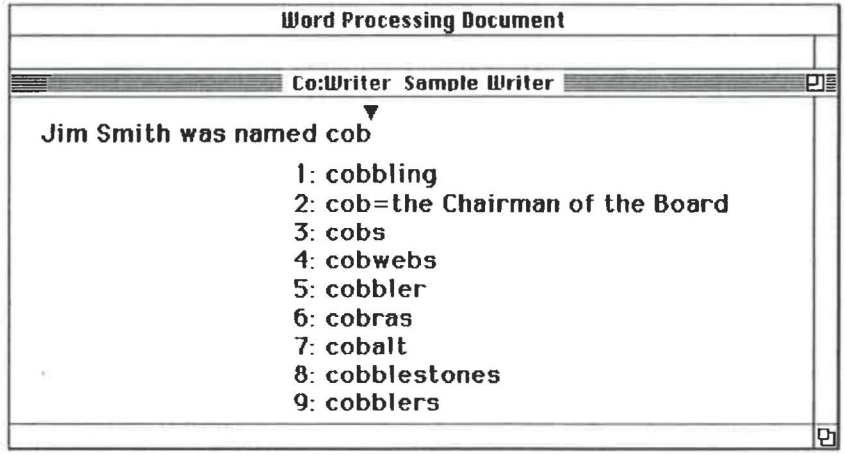


Co:Writer treats expansions just like regular words. You can assign grammar elements and frequency scores and add them to your Personal Dictionary or the Collected Words Dictionary.

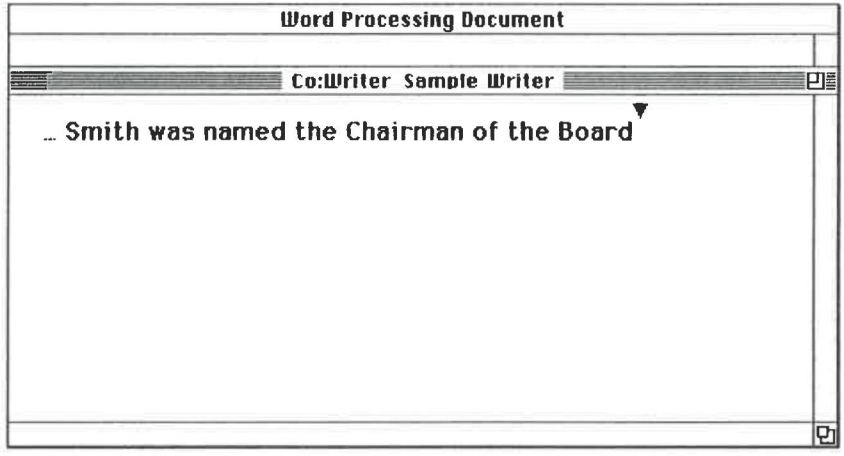
Using Abbreviations and Expansions

Abbreviations and expansions included in a Co:Writer dictionary are available for immediate use.

1 With the Co:Writer window showing, begin entering your sentence. Enter an abbreviation.



2 Accept the expansion as you would a regular word.



Tip: If the abbreviation/expansions are not showing up among the predicted words, type [=] to immediately bring up expansions.

Defining Abbreviations and Expansions

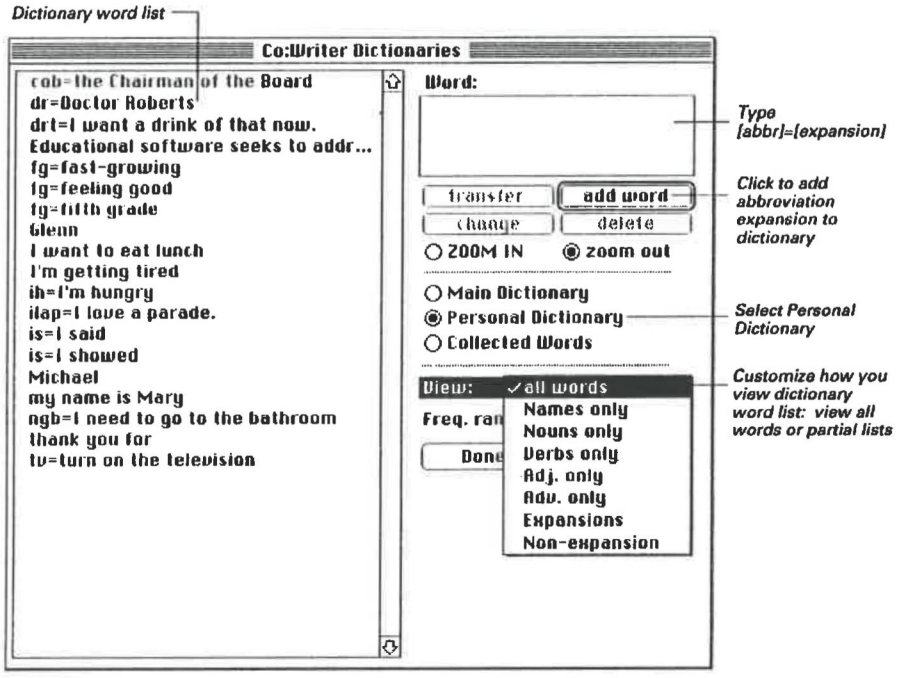
There are three ways to add your own abbreviations and expansions to a Co:Writer dictionary.

Edit Dictionaries

Enter several one-word or multi-word expansions into your personal dictionary. Directly entering abbreviations into the dictionary lets you use the abbreviations and expansions as soon as you begin working.

1 Select *Edit Dictionaries...* from the *Edit Menu.*

The Dictionary dialog box opens.



2 Select the personal dictionary.

3 Enter the abbreviation and the word(s) it stands for in the Word field. Separate the abbreviation from its expansion with an equals sign (=).

4 Click Add Word.

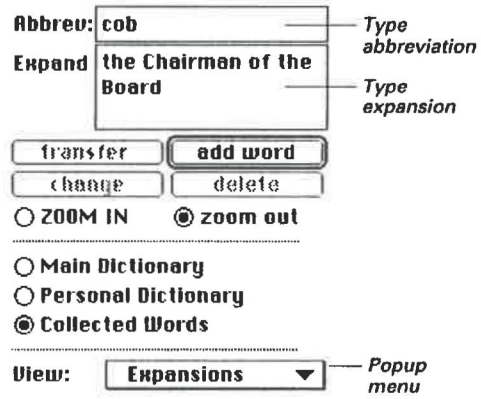
Repeat steps 3 and 4 to enter more abbreviations.

View expansions only

To view only expansions in the dictionary word list, select *Expansions* from the popup *View Menu.* The dictionary dialog box changes to include two fields for entering abbreviations and expansions.

1 Enter the abbreviation in the first field. Do not enter "=."

2 Enter the expansion in the second field.



While entering text

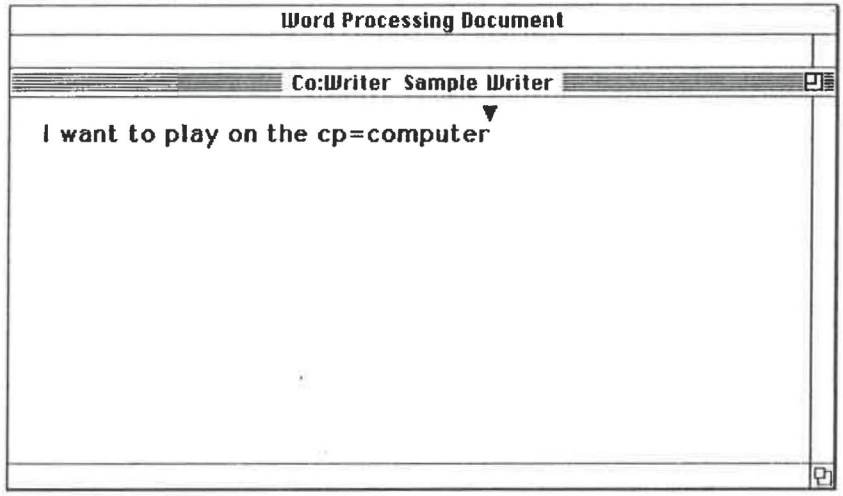
You can automatically enter a one-word expansion while working in Co:Writer if *Collect Words* is turned on. Because Co:Writer can continually collect new words it encounters, it will collect the expansion and save it to the Collected Words dictionary for use in future predictions.

This method works for entering one-word expansions only.

1 With the Co:Writer window showing, begin entering your sentence. Enter the letters for the abbreviation.

2 Press =.

3 Enter the word for the expansion, then press Spacebar to accept the word.



4 Co:Writer automatically collects the new abbreviation and expansion.

Capture Words

The third way to enter an expansion is to assign abbreviations to captured words.

For more on Capture Words, see Chapter 4.

Tips for Abbreviations and Expansions

- Use only letters for abbreviations. However, numbers can be part of the expansion (e.g., " Iafg" for "I am in the 4th grade").
- Create abbreviations that make it easy to remember what they stand for (e.g., "lgtp" for "Let's go to the park" and "iwel" for "I want to eat lunch").
- Use the same abbreviation for several expansions to help the user remember only a few abbreviations.
- Include capital letters and punctuation wherever appropriate in the expansion (e.g., "My address is 706 N. 6th St., Apt. 2A"). This saves extra keystrokes later.
- Co:Writer will predict expansions faster if their abbreviations do not compete with other regular words. Abbreviate with beginning letter combinations (e.g., "gpo" or "iwel") that are unusual for standard English words.
- Create an abbreviation for a frequently used word to temporarily increase the word's frequency score. When working on a document where a word will be used repeatedly, enter the abbreviation to make Co:Writer predict the word quickly. The entire word's frequency score remains unchanged so Co:Writer can predict the word properly in other contexts.
- Create abbreviations that stand for entire sentences used frequently.

Tip: If you enter a complete sentence as an expansion, including a period (".") or other ending punctuation at the end of the sentence, Co:Writer will automatically send the sentence to the word processor after the expansion is chosen.

Chapter 4

The "Write" Word

This section discusses ways you can use Co:Writer to suit individual tastes and abilities. By using a variety of options and preferences, you can work with Co:Writer to be as effective as possible.

Tip: If you need assistance holding down [⇧ ⌘] or other modifier keys, try Easy Access Sticky Keys (provided with Macintosh system software) or Ke:nx access interface (Don Johnston product).

Different Ways to Select the Predicted Word

Several methods for selecting a word choice are available because people have differing abilities. Some individuals are able to "point and click" better while others are better when they directly type keys.

The selection methods can be combined easily and, generally speaking, apply to both the in-line predicted word as well as the additional predicted words. The following selection methods apply whenever word choices are in the Co:Writer Window:

- [Spacebar]
- Point and click
- [↑] and [↓] to select, [Spacebar] to accept
- [0], [1], [2], etc.

Space

[Spacebar]

Pressing the spacebar accepts a word and inserts it into the sentence.

Use [Spacebar] when the word choice is in the form that you require. The word is accepted and a space automatically follows.

Point and Click

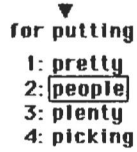
Use the standard mouse or any other mouse input device. Move the mouse pointer over the word and click. The accepted word inserts into the in-line sentence.

Examples of mouse devices are trackballs, touch screens, joysticks and alternate access systems such as Ke:nx.

Up and Down Arrow Keys

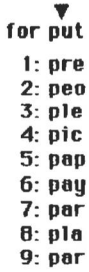
Use ↑ or ↓ to move a selection box through the word choices. Each keypress moves the selection box one word. When the selection box is on the last predicted word, pressing ↓ moves the box to the in-line predicted word.

Tip: When you want to select a predicted word at or near the end of the choices, use ↑ to start the selection box at the bottom of the list.



When the one you want is boxed, press Spacebar or desired punctuation to accept the word and insert it into the in-line sentence. When you use a ., ? or !, Co:Writer assumes you are at the end of the sentence. The punctuation attaches to the sentence, and the sentence transfers to the word processing document.

Number Keys



When the word choices are numbered, type the number of the word you want. The selected word inserts into the in-line sentence.

To select the in-line word, use the number 0.

Scan Word Choices

Co:Writer can scan the word choices for you. Press ⌘U and the selection bar moves through the list. When the word you want is selected, press the space bar.

Tip: Co:Writer can automatically scan all word choices. Select *Speech and Scanning Options* from the *Speech Menu.* Select Scan words automatically by checking it in the dialog box.

Tip: Press Esc to stop the scan.

Punctuation

You can automatically accept a word and place a comma after it by pressing , . The same is true for the semi-colon and colon.

When you use the period, question mark or exclamation mark, Co:Writer accepts the word, ends the sentence and transfers it to the word processor.

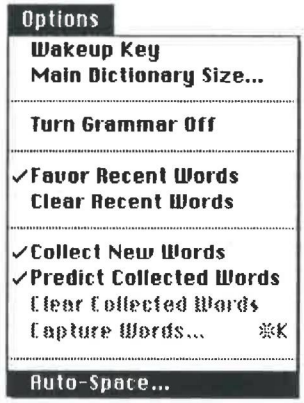
To type a question mark, simply press ? . Typing Shift is not necessary. You will, however, need to to type Shift 1 to get an exclamation mark (!).

Auto-Space and Auto-Caps

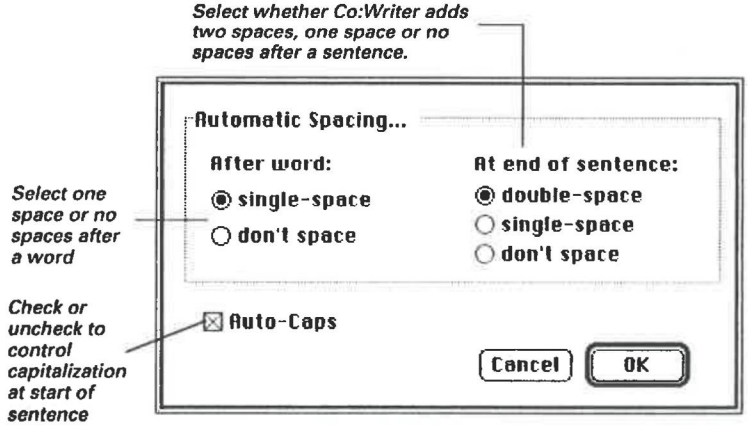
With Auto-Space, save keystrokes and customize how Co:Writer capitalizes sentences and spaces after words and sentences. These spacing options allow you to easily adapt Co:Writer for special applications:

- Programming
- Database entry
- Worksheets

1 Pull down the *Options Menu* and choose *Auto-Space....*



2 Select desired options in the dialog box and click OK.



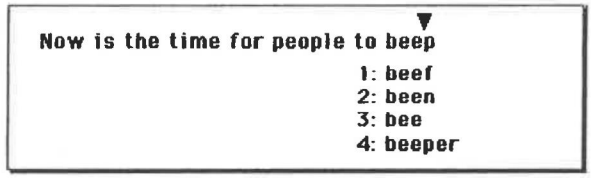
Oops! Change That

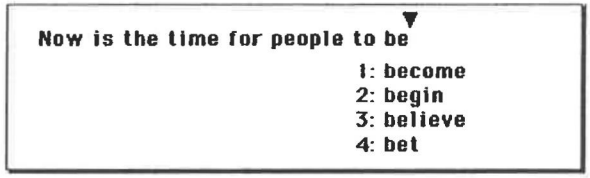
Everyone makes mistakes. This section looks at some different ways to correct your sentence when the wrong letter or word has been selected. Most typing mistakes are easily corrected.

Delete a Letter and Predict Backwards

Perhaps the simplest way to correct errors is with the Delete key. The Delete key backs up and deletes one character at a time.

Then, Co:Writer predicts "backward." As you delete characters, Co:Writer displays more word choices. At any time, you may select one of the choices, continue backing up or start typing forward. When you select a word choice or begin typing, word prediction resumes.





Review Choices

Review previous word predictions with the →. This is useful when you think you may have passed by your desired word. The word choices match the letter you have typed so far.

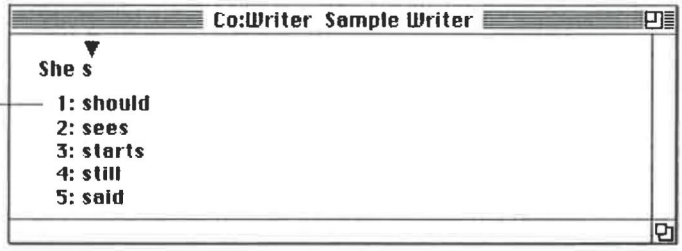
Statistical Choices

The tilde key (~) also shows word choices. These choices are different because they are *statistical* predictions instead of *grammar* predictions.

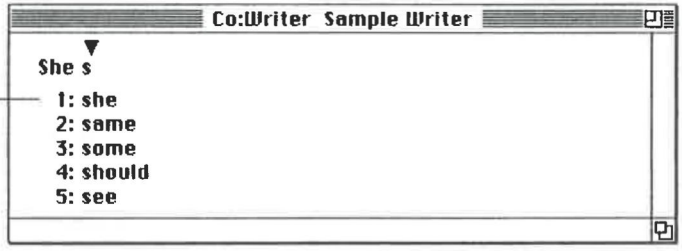
Tip: You do not need to use the shift key to get the statistical choices. Just press ~ .

Press ~ when you are looking for very common words. Co:Writer may not have predicted them initially because their grammar may not match where you are within your sentence.

Words predicted grammatically



Words predicted when the tilde key is pressed



Delete the Word

To delete your last accepted word or the word you are working on in the Co:Writer sentence, press ⟵.

Unlike the Delete key, this action deletes the entire word in one step. This is useful when you want to start typing a word over or when you have accepted a word you did not want. You may continue deleting as many words in your sentence as you want in this manner.

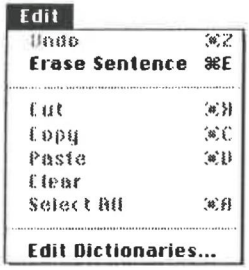
After deleting, start typing in your regular manner to begin word prediction again.

Tip: These delete actions work on only the last word in your Co:Writer sentence. It is not possible, for example, to delete one word in the middle of the sentence in the Co:Writer Window. To delete a word in the middle of the sentence, delete the words after the unwanted word. Then delete the unwanted word. Continue typing to resume word prediction.

Delete the Sentence

⌘ E

To delete the entire in-line sentence from the Co:Writer Window, select *Erase Sentence* from the *Edit Menu* or use its keyboard equivalent, ⌘ E. This is useful when there are too many corrections to make or when your sentence is "just not going right."



This deletes the sentence while it is still in the Co:Writer Window. If the sentence has been transferred to the word processor document, use your word processor to delete the sentence.

How to Get the Word You Really Want

Sometimes the words Co:Writer predicts are "almost right" but not quite. For example, the sentence you plan may be:

I went to the opera. It was beautifully performed.

However, Co:Writer may predict:

I went to the opera. It was beautiful...

This is both a grammatically correct and perfectly acceptable sentence. But it is not what you wanted to write.

The following paragraphs describe several quick ways to handle situations like these while you are working in Co:Writer.

Tip: In the vast majority of cases, the word you really want is likely to be among the additionally predicted words or will appear there after you type the next letter or two. When it appears, you may simply select it and not use the techniques described here. However, you may find some of these methods are faster, more convenient or easier to execute according to your choice of input device.

Chop Word

Backslash (\ ) is the Chop Word key. As opposed to adding letters, this functions allows you to "chop off" letters of a word.

Chop Word operates only on the in-line predicted word. Use this to delete the part of the predicted word that is *after* the in-line cursor.

For example, suppose you want your sentence to be:

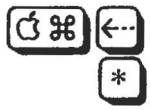
It is too hot to go anywhere.

Co:Writer may predict:

Press [\] and "day" is deleted, leaving only "to," which is the desired word.

Tip: Watch where your cursor is. When using *Chop Word* remember that the word is always chopped after the cursor.

Prefixes

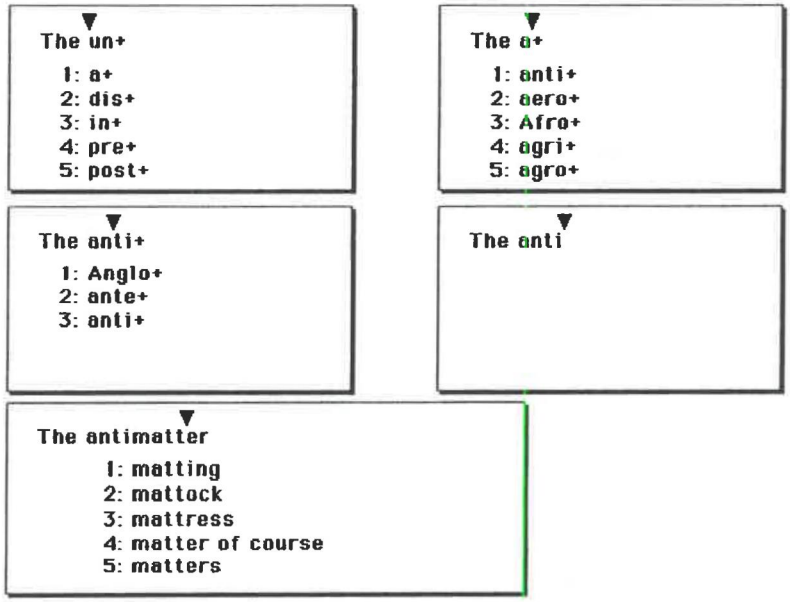


Instead of beginning a word by entering a letter, you may start a word with a prefix. Before starting your word, generate a list of prefixes by typing [⌘][←] or the asterisk key ([*]).

Tip: Press [*] on your numeric keypad for one-keystroke access to prefixes.

Select the prefix from the choice list. After you select a prefix, continue the word by entering a letter. Co:Writer inserts it into your in-line sentence, and it becomes the first part of the in-line word.

If the prefix you want is not among the choices, type the first letter. A new choice list is displayed. Select a prefix or continue typing it. A plus sign remains displayed as long as you type a prefix. Accept the prefix and continue your word.



Tip: Use the prefix keys as a teaching tool. The lists may help some writers understand more about the variety of prefixes available.

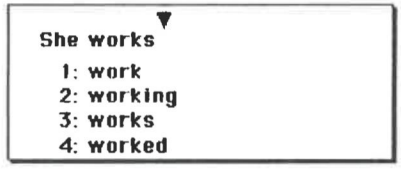
Word Endings

A word ending can be added to any accepted word. Word endings are displayed with the right arrow key, →.

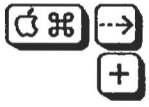
Before you add a word ending, accept the predicted word into the in-line sentence with the spacebar or other method first.

Endings are different forms of an accepted word. Examples of word endings are: working, worked and works.

Once the word is accepted, press →. When you press the → key, Co:Writer displays a list of appropriate word endings. Select the word with the ending you desire.



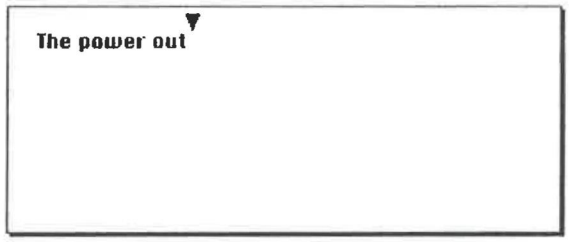
Suffixes

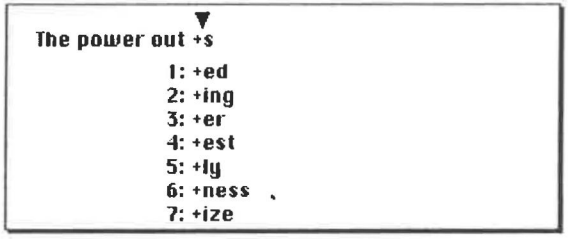


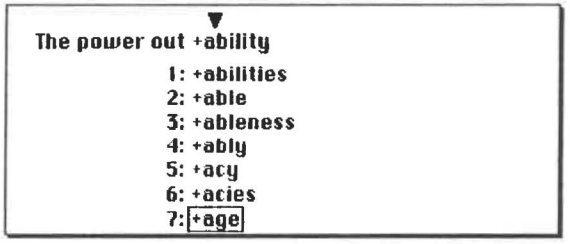
A list of suffixes can be displayed that can be added to the accepted word. After accepting a word, generate a list of suffixes by typing ⌘→ or +. Select the suffix from the choice list and Co:Writer appends it to your word.

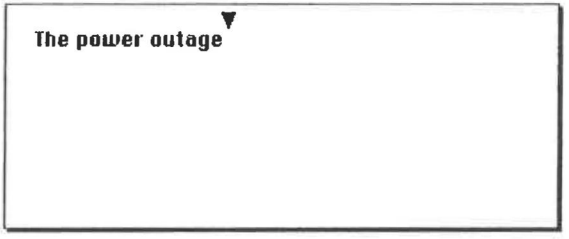
Tip: Press + on your numeric keypad for one-keystroke access to suffixes.

If the suffix you want is not among the choices, type its first letter. A new choice list is displayed. Select a suffix or continue typing it. A plus sign remains displayed along as you type a suffix. Accept the suffix and continue with your sentence.





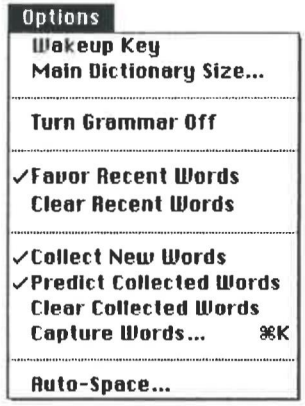




Tip: Use the suffix and word ending keys as teaching tools. The lists may help some writers understand more about the variety of word endings available.

New Words and Names

There are some words that Co:Writer's dictionary does not contain at first, such as names, places, town names, jargon or expressions. Simply type the new words while you are working in Co:Writer. As you type, Co:Writer collects new words and stores them for later use.



First, be sure that *Collect New Words* is selected in the *Options Menu*. Then, type your sentence. For example:

> **My new friend, Jonathan, lives in a town called Eastlake.**

Both *Jonathan* and *Eastlake* are words not in the main dictionary. Type them out completely the first time only. Co:Writer recognizes them as new, collects them and stores them in your personal Collected Words list.

Co:Writer uses this list when displaying the word choices. It also attaches its own grammar assumptions to each word. In this example, the words are capitalized so Co:Writer assumes they are names. When you are at a place in a sentence where names are appropriate, Co:Writer will offer them among the word choices.

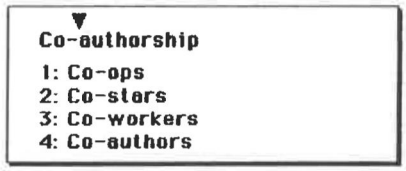
Tip: Another way to use new words is to enter them directly into your personal dictionary where you may, if you desire, add grammar attributes for better prediction. This is discussed further in the section on managing your dictionaries in Chapter 6.

Tip: When typing a name for the first time as the first word in a sentence, use the shift key (Shift)to capitalize it. Otherwise, Co:Writer collects the name with a lower case first letter. This is because Co:Writer always capitalizes the first letter in a sentence and won't realize you want to keep the capitalization.

Hyphenated Words

Hyphenated words are easy to type in Co:Writer.

For hyphens, type the - where it falls within the word.



Tip: The hyphen key (-) also offers two words that are commonly seen together. Try this for ice hockey or hot peppers.

Punctuation Within the Word

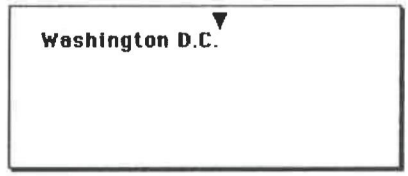
Initials such as "Washington D.C." are a little more complicated to use because punctuation usually tells Co:Writer to end the sentence.

However, you may use punctuation within a word by using ⌘ with the punctuation you want.

To type Washington D.C.:

1. Type and select "Washington" in the Co:Writer window as you normally would.
2. Then type Shift D
3. Type ⌘ .
4. Type Shift C

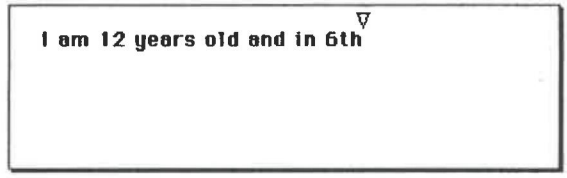
5 Type ⌘ .



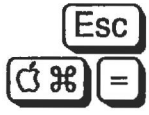
Use the command key (⌘) whenever you want to put punctuation directly within a word.

Typing Numbers and other Characters

In Co:Writer, numbers are usually used to select a predicted word from the word choices. There may be occasions when you want numbers to appear in your sentence.



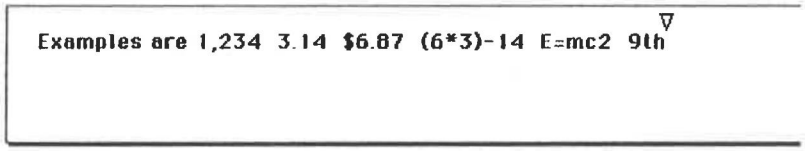
True Keys Mode



True Keys is useful for entering into Co:Writer exactly the characters you type. Besides numbers, you can type extra punctuation, use option key caps or use keys that Co:Writer uses for other purposes. In True Keys mode, all of the special characteristics of typing with Co:Writer are turned off. There is no prediction, grammar considerations, automatic spacing or automatic capitalization. In effect, the keyboard returns to its standard function. All that remains of Co:Writer is the writing window and the in-line sentence.

Start True Keys with the escape key (Esc). Type the numbers you want into your sentence, including any other letters or characters.

Tip: The Co:Writer cursor inverses from your usual setting so you know you are in True Keys.



To go back to regular Co:Writer, stop True Keys by pressing Esc again.

You can also start and stop True Keys with ⌘ =.

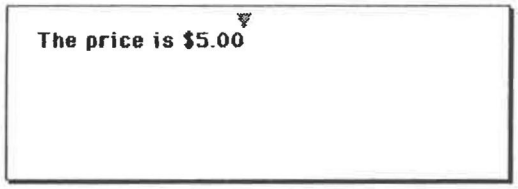
Tip: To enter numbers only, you may turn off the display of numbers in the word choices. Select *Hide Numbers* from the *Format Menu.*

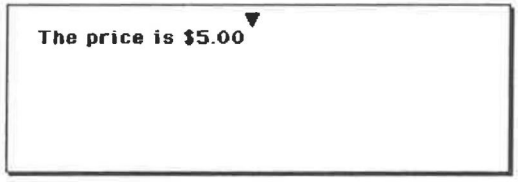
Dollar and Number Signs

Co:Writer allows you to type sentences that include dollar signs and number signs without switching to True Keys mode. For example,

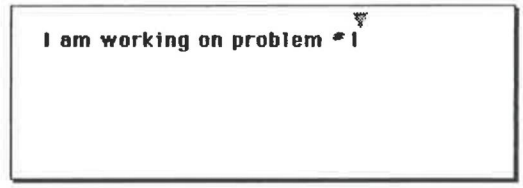
This costs $2.00.
Do problem #1.

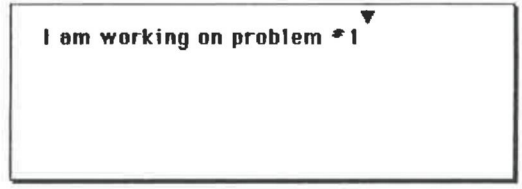
When you type Shift 4, the dollar sign ($) is typed and Co:Writer allows you to type numbers. The cursor turns a gray shade to indicate that you are in "numbers" mode. When you press Spacebar, the "numbers" mode is ended.





The same process occurs for the number sign (#).



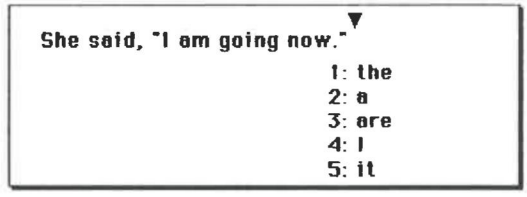


Quotation Marks

When you use quotation marks within a sentence, Co:Writer suspends some of its automatic features. Use the following sentence as an example:

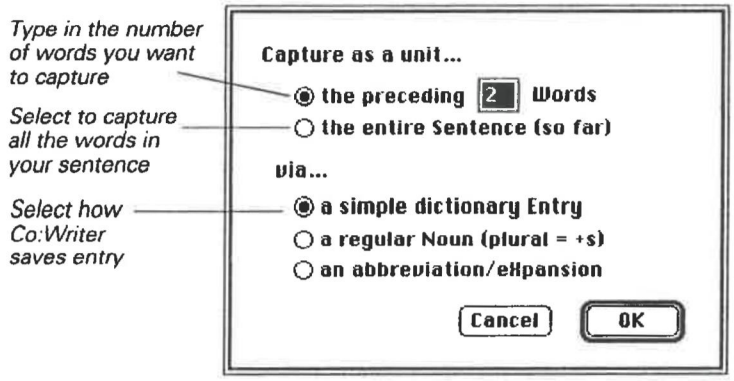
She said, "I am going now."

Ordinarily, Co:Writer transfers a sentence to the word processor when you type a period. For this example, this is undesirable because the period is within the quotation marks. When you type a quotation mark, Co:Writer does not transfer a sentence to the word processor when you type a period. It is waiting for the second quotation mark. When you are finished with the sentence, type Enter to transfer the sentence to your word processing document.



Capture Words

Use Capture Words to save unique phrases as single dictionary entries. This eliminates the need to enter the same phrase over and over again. Co:Writer captures two or more words as a single dictionary entry and predicts the entire phrase along with single-word choices.

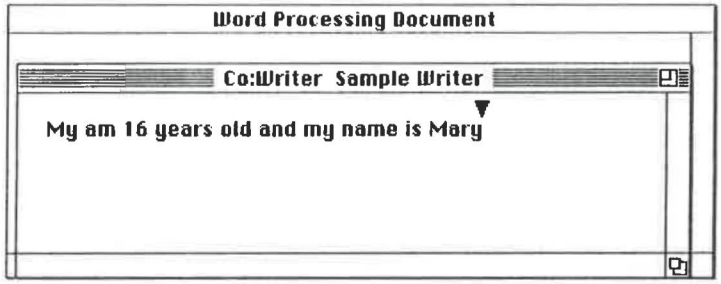

Type in the number of words you want to capture
Select to capture all the words in your sentence
Select how Co:Writer saves entry
Capture as a unit...
the preceding 2 Words
the entire Sentence (so far)
via...
a simple dictionary Entry
a regular Noun (plural = +s)
an abbreviation/eXpansion
Cancel
OK

Tip: Each radio button in the Capture Words dialog box has a keyboard equivalent. Look for the capital letter from the option to find it:

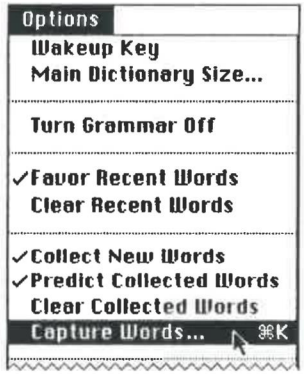
type		radio button
w	to select	the preceding Words
s	to select	the entire Sentence (so far)
e	to select	a simple dictionary Entry
n	to select	a regular Noun
x	to select	an abbreviation/eXpansion

The Capture Words feature lets you easily add custom phrases to your dictionary while you are working in Co:Writer. And like expansions, you can assign grammar attributes and frequency scores to captured words and phrases.

1 In the Co:Writer window, enter the phrase you want to capture.

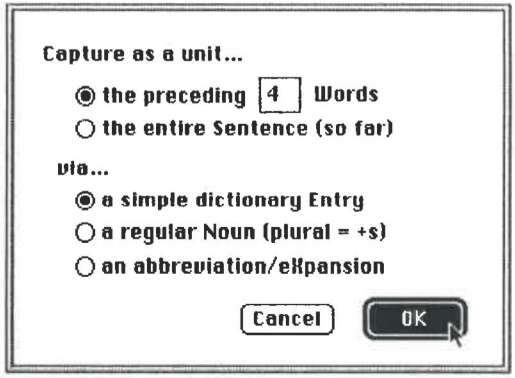


2 When the phrase you want is typed (but not yet sent to your word processor) select *Capture Words...* (⇧⌘K) from the *Options Menu.*



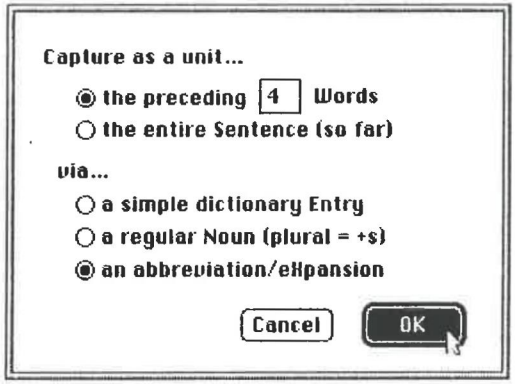
The Capture Words dialog box opens.

3 Enter the number of words you want Co:Writer to capture. Select the "simple dictionary entry" or "regular noun" format option. Click OK.

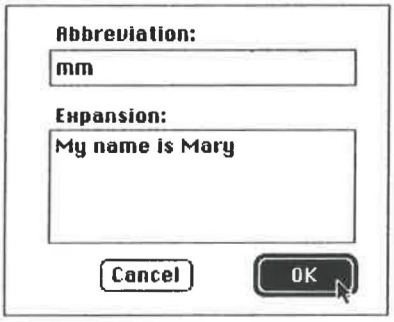


OR

Select the "abbreviation/expansion" format option. Click OK.



4 Enter an abbreviation and click OK.



Chapter 5
The Menus

This section describes each menu item as it appears in the program. It explains what the menu item is, when to use it, how else you can perform the function if it applies and how to cancel the function. This section is designed so that you may try different actions and have a way to return to your previous state.

Apple Menu

There are two items that pertain directly to Co:Writer. The Co:Writer Window needs to be active (in the foreground) to make them available.

About Co:Writer

What	Displays product information, including version number and your serial number.
When	Useful for finding the correct software version number when upgrading or troubleshooting.
How Else	Product information also may be found on your original software disks. It is also helpful to keep all records concerning your purchase and service received for Co:Writer.
Back Out	Click OK in dialog box.

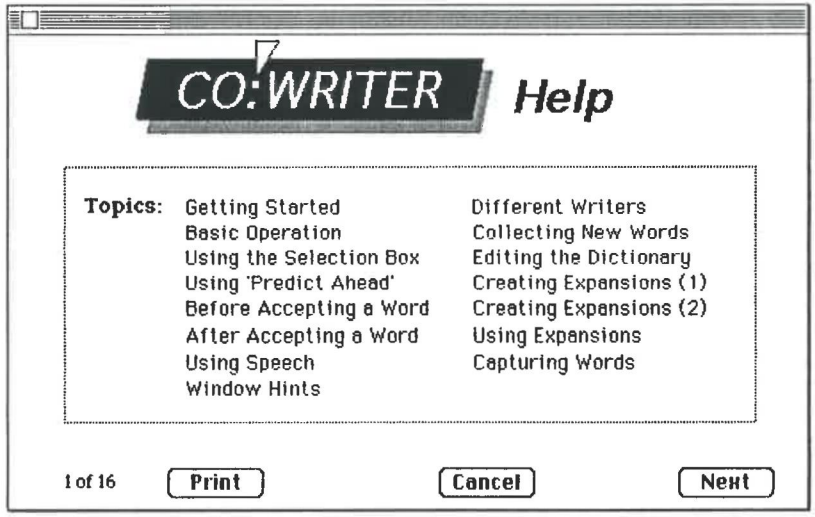
Co:Writer Help

What Displays many keyboard or other shortcuts for Co:Writer functions.

When Use as a reminder of alternatives for carrying out tasks and learning new skills. Also, print help screens for quick reference material.

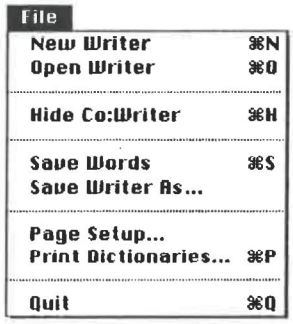
How Else This information is located in many other places throughout this reference and in supplementary materials.

Back Out Click the Close box or Cancel.



File Menu

The *File Menu* lets you change writer files, start new writer files, hide the Co:Writer Window and print dictionaries.



New Writer

What Begins a new writer file. A file is created to collect and save a new writer's name, main dictionary, personal dictionary, window size, font and many other preferences. The writer file is placed in the Co:Writer folder and used thereafter.

When Use whenever a new writer begins with Co:Writer.

How Else Use the *Save Writer As...* function in this menu to assign a new name to the current writer file. Then the new file is in effect. Does not affect the original writer file.

Back Out Click Cancel in the dialog box or quit Co:Writer and drag writer file to the trash.

Open Writer

What Selects a writer file from a list of existing writer files and makes it the active file. The preferences in that writer file become active.

When Use when changing writers or to use other writer preferences.

How Else Directly launch the writer file instead of launching the Co:Writer application itself.

Back Out Change writer files at any time by selecting *Open Writer...* again.

Hide Co:Writer

What	Puts the Co:Writer Window in the background. Word prediction does not take place but Co:Writer stands by to be active.
When	Use when word prediction is not needed at the time but you want to resume it when it is necessary.
How Else	Click any window other than Co:Writer to bring it to the front and active state. Or, use the *Application Menu* to make another window the active window.
Back Out	Press the wakeup key to resume Co:Writer.

Save Words

What	Immediately saves unique words into Collected Words list.
When	Do at any time you want to ensure that unique words you have typed are saved. Will only work if *Collect New Words* is selected in the *Options Menu.*
How Else	Unique words are automatically saved to the Collected Words list when you quit Co:Writer.
Back Out	Delete unwanted words with *Edit Dictionaries* or choose *Clear Collected Words* from the *Options Menu.*

Save Writer As...

What	Creates a new writer file by giving an existing writer file a new name. All writer preferences are assigned to the new writer file, but the original file is not affected.
When	Use for a new writer that has the same or similar preferences as an existing writer or to leave an existing writer file intact when different procedures are tested.
How Else	Duplicate the writer file at the Finder, rename and launch.
Back Out	Click Cancel in the dialog box.

Page Setup...

What Specifies paper dimensions, printing orientation and other factors according to the printer on the system.

When Do before printing the first time. It is not necessary to do again unless specifications change.

Back Out Click Cancel in the dialog box.

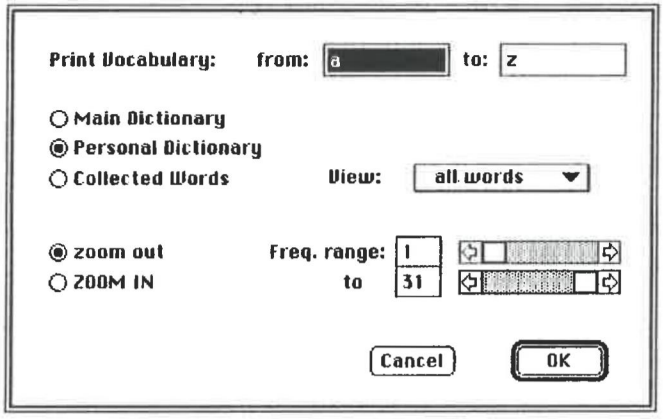
Print Dictionaries...

What Prints the writer's dictionaries or collected words.

When Use if a paper copy of these dictionaries is desired for reference.

How Else Select *Edit Dictionaries...* in the *Edit Menu* to view the word in the dictionaries.

Back Out Click Cancel in the dialog box.



Quit

What Quits the Co:Writer application completely.

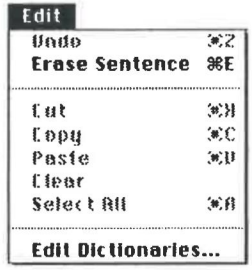
When Use when you are finished working with Co:Writer and have no need to resume it.

How Else Use *Hide Co:Writer* in the *File Menu* instead of quitting to suspend its operation. Resume it for later work.

Back Out Re-launch Co:Writer.

Edit Menu

The *Edit Menu* contains items for editing your personal dictionary and collected words and canceling an in-line sentence.

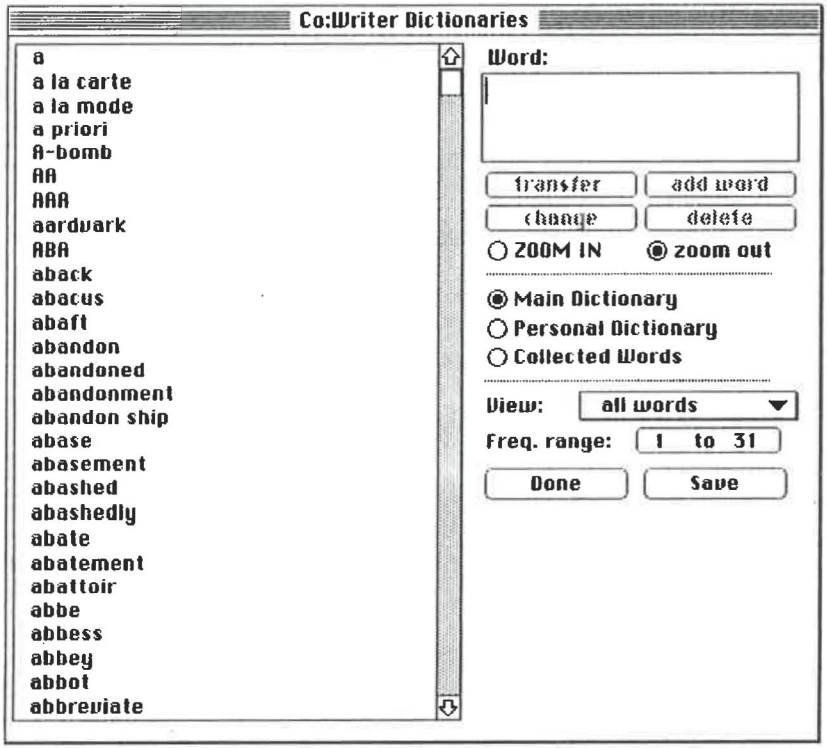


Erase Sentence

What	In the Co:Writer Window, deletes the entire sentence being typed.
When	Use before the sentence is transferred to the word processor to start the sentence over.
How Else	The ← deletes one word at a time. The Delete erases one letter at a time.
Back Out	Retype the sentence or choose *Undo* (⌘Z) from the *Edit Menu.*

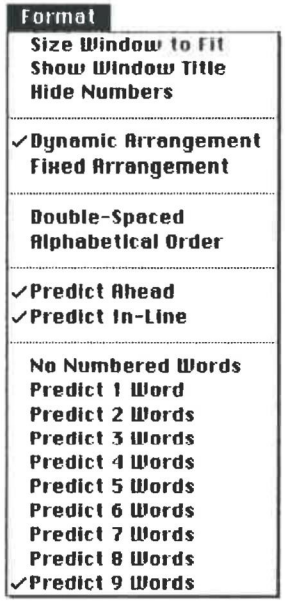
Edit Dictionaries...

What	Begins edit mode for editing the personal dictionary and collected words. View but not edit the main dictionary.
When	Use to define, add, change or delete words in the personal dictionary or collected words lists. Or, transfer words from collected words list to the personal dictionary.
How Else	Words may be automatically added to the collected words lists as they are typed in the Co:Writer Window.
Back Out	Click the Close box or Done in the dialog box.


Co:Writer Dictionaries
a
a la carte
a la mode
a priori
A-bomb
AA
AAA
aardvark
ABA
aback
abacus
abaft
abandon
abandoned
abandonment
abandon ship
abase
abasement
abashed
abashedly
abate
abatement
abattoir
abbe
abbess
abbey
abbot
abbreviate
Word:
transfer
add word
change
delete
ZOOM IN
zoom out
Main Dictionary
Personal Dictionary
Collected Words
View:
all words
Freq. range:
1 to 31
Done
Save

Format Menu

Use the *Format Menu* to change the display of elements within the Co:Writer Window, such as the number of word choices, the window title, etc. All settings are automatically saved to the writer file.



Size Window to Fit / Revert Window

What	A toggle menu command that expands the Co:Writer Window to maximum width of screen for maximum viewing of contents.
When	Use to see more word choices or to achieve maximum window width.
How Else	Click the standard Macintosh window zoom box in the upper right corner of Co:Writer Window. If zoom box is not visible, click where it would be if it were visible.
Back Out	Select *Revert Window* or click the zoom box to return the window to its original size.

Show Window Title / Hide Window Title

What	A toggle command that displays the Co:Writer Window title, zoom box and size box.
When	Use to see the writer file name in the window title bar and other window elements.
What Else	Elements are operational even when invisible.
Back Out	Select *Hide Window Title* to turn off display of window elements.

Hide Numbers / Show Numbers

What	A toggle menu command that turns off the display of numbers among the word choices.
When	Use when numbers displayed among word choices are distracting to writer.
What Else	When numbers are hidden, they cannot be used to select a word choice. Use arrow keys or another selection method instead.
Back Out	Select *Show Numbers* to display the numbers.

Dynamic Arrangement

What	When checked, word choices are displayed in columnar format immediately under the in-line word position in the sentence.
When	Use to have word choices move within window to match sentence.
Back Out	Select *Fixed Arrangement.*

Fixed Arrangement

What	When checked, word choices are displayed in a horizontal, fixed format below the in-line sentence.
When	Use to create stable display format of word choices.
Back Out	Select *Dynamic Arrangement.*

Alphabetical

What	When checked, word choices are sorted alphabetically when displayed.
When	May be easier and faster to find correct word among list for some writers.
Back Out	Select *Alphabetical* to remove the check mark and deselect the command.

Double-Spaced

What	When checked, adds extra space between word choices.
When	Use when better visual discrimination between the words is required. May be helpful for users of mouse pointing devices.
What Else	Changing font style may be helpful with spacing.
Back Out	Select *Double-Spaced* to remove the check mark and deselect the command.

Predict Ahead

What	When checked, Co:Writer anticipates the next word before any typing occurs. Uses grammatical and statistical factors for this prediction instead of typed input.
When	For high level writers for more efficient text generation.
What Else	This feature works well with mouse pointing devices.
Back Out	Select *Predict Ahead* to remove the check mark and deselect the command.

Predict In-Line

What	When checked, a predicted word appears in the sentence being typed.
When	Use to place the first prediction directly into the sentence.
What Else	When *Predict In-Line* is not selected, only letters actually typed or words accepted appear in the sentence.
Back Out	Select *Predict In-Line* to remove the check mark and deselect command.

No Numbered Words

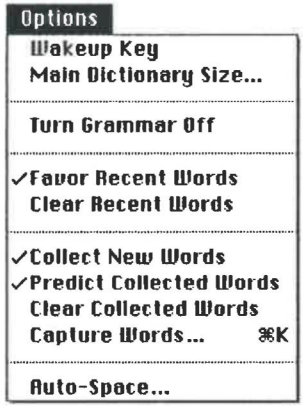
What	When checked, no word choices appear below the sentence being typed,
When	Use when *Predict In-Line* is on when the writer requires or needs only one word choice.
Back Out	Select another number of predicted words, such as *Predict 5 Words, Predict 9 Words*, etc.

Predict 1 Word...Predict 9 Words

What	Specifies the number of word choices that appear below the sentence being typed.
When	Use to achieve the best balance among number of predicted words, font size, window size and other factors for the individual writer.
How Else	The number of word choices automatically adjusts to fit in the Co:Writer Window as it is resized.
Back Out	Select another number of predicted words, such as *Predict 5 Words, Predict 9 Words*, etc.

Options Menu

The writer uses the *Options Menu* to turn on and off grammar attributes of words, set the dictionary level, work with new words, capture phrases, set automatic capitalization and spacing and change the wakeup key. All settings are automatically saved to the writer file.

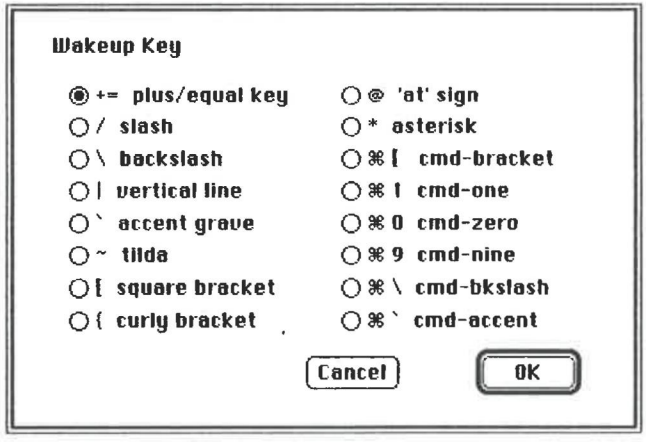


Wakeup Key

What Selects the key that activates the Co:Writer Window.

When Use to change the keystroke that executes this action.

Back Out Click Cancel in the dialog box.



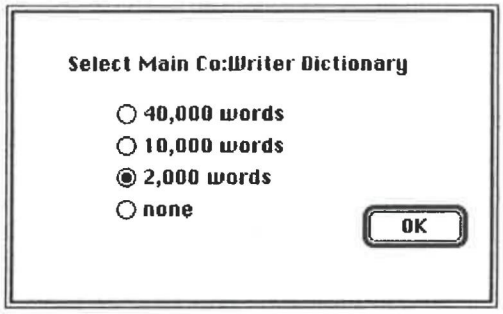
Main Dictionary Size...

What Selects or changes the dictionary size Co:Writer used in the current writer file.

When Use when changing writers, tasks or skill levels for a more appropriate choice.

How Else Select a new dictionary size when starting a new writer file.

Back Out Click OK in the dialog box.



Turn Grammar Off / Turn Grammar On

What A toggle menu command that controls whether grammar principles are used in word prediction.

When Use *Turn Grammar Off* when grammar is not desired for lists or specialized applications needing only statistical prediction.

What Else Turning grammar off may be helpful when working with databases or programming languages.

Back Out Select *Turn Grammar On* to enable grammar in word prediction.

Favor Recent Words

What When checked, Co:Writer gives greater weight in making predictions to words used recently.

When Use when a specific topic with certain key words is being addressed.

What Else As words are used, weight increases and may affect grammatical prediction.

Back Out Select *Favor Recent Words* to remove the check mark and deselect command.

Clear Recent Words

What	Clears extra weights recent words have been given. Words return to normal prediction order.
When	Use when recent words are no longer appropriate.
What Else	Use if word choices appear to be in wrong place.
Back Out	Click Cancel in the dialog box.

Collect New Words

What	When checked, Co:Writer automatically collects and saves new words as they are typed in the Co:Writer Window. New words are any words not contained in the current dictionary or the personal dictionary.
When	Use to collect unique words such as names and places that will be used again. Collected words may be edited or defined with *Edit Dictionaries.*
How Else	Unique words can be added directly to personal dictionary with *Edit Dictionaries.*
Back Out	Select *Collect New Words* to remove the check mark and deselect the command. Or, collected words can be deleted all at once with *Clear Collected Words* or edited with *Edit Dictionaries.*

Predict Collected Words

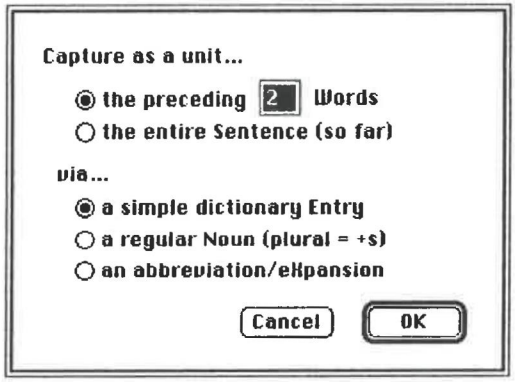
What	When checked, words in the Collected Words list are predicted.
When	Use to have unique words among the word choices.
Back Out	Select *Use Collected Words* to remove the check mark and deselect the command.

Clear Collected Words

What	Deletes all words in the Collected Words list.
When	Use when new collected words are not useful (such as misspelled words).
How Else	Use *Edit Dictionaries* to review and delete words.
Back Out	Click Cancel in the dialog box.

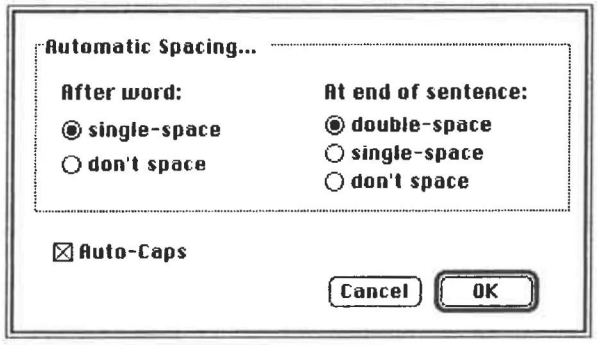
Capture Words...

What	Saves unique phrases as single dictionary entries.
When	Use when a group of two or more words is used frequently.
How Else	Use *Collect New Words* or *Edit Dictionaries...*
Back Out	Click Cancel in the dialog box.



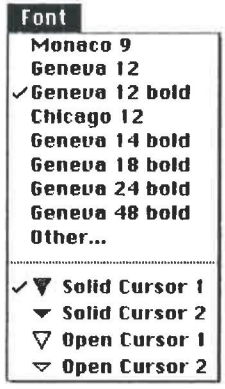
Auto-Space...

What	Sets capitalization and spacing preferences.
When	Use to change current settings.
How Else	Space and capitalize manually.
Back Out	Click Cancel in the dialog box.



Font Menu

Fonts selected in this menu change the way word choices and the in-line sentence appear in the Co:Writer Window. They do not affect the fonts in the word processor or any other application behind the Co:Writer Window. All settings are automatically saved to the writer file.



Monaco 9, Geneva 12, Geneva 12 Bold, etc.

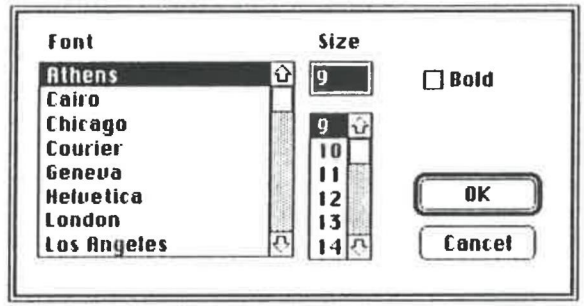
What	Selects the font for the Co:Writer Window. The first word is the name of the font, the number is the point size of the font and the optional style of the font (bold) is the third element.
When	Use when starting a new writer file, as skills change, to accommodate visual needs or other factors.
How Else	Select *Other...* to specify a different system font.
Back Out	Select a different font.

Other...

What Selects another font from those currently installed in the System.

When Use when none of the standard Co:Writer fonts are appropriate or when a writer desires to use an alternate font.

Back Out Click Cancel in the dialog box.



Solid Cursor 1, Solid Cursor 2, etc.

What Selects the cursor type to use in the Co:Writer Window in the in-line sentence.

When Change cursor according to writer preference, visual need or ease of use.

Back Out Select a different cursor.

Speech Menu

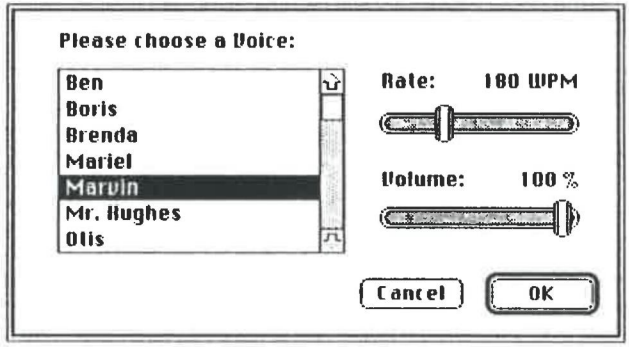
Use this menu to set and use use speech output options. All settings are automatically saved to the active writers file. These settings do not affect any other speech-ready software on your computer or System settings such as alert sounds and speaker volume.

Turn Speech Off / Turn Speech On

What	A toggle menu command that turns off the speech option.
When	Use when speech output is distracting.
How Else	Select *Speech & Scanning Options* to adjust individual settings.
Back Out	Select *Turn Speech On* to enable speech output.

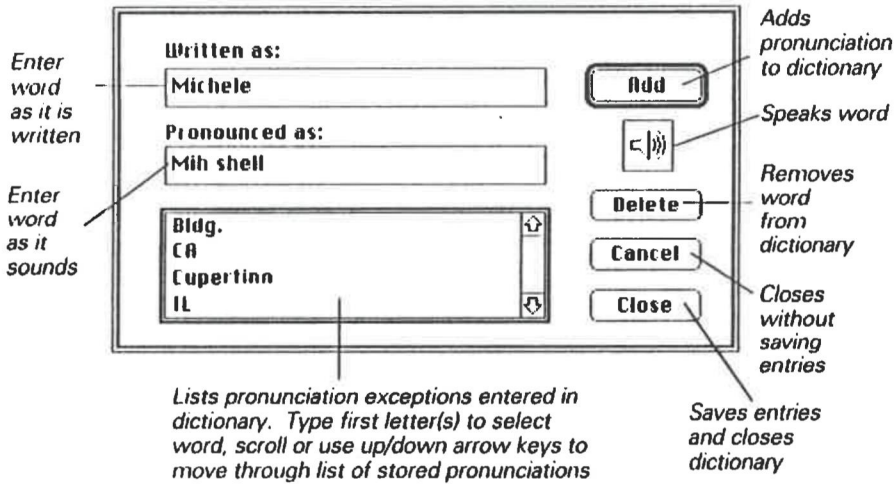
Voice Settings...

What	Select a voice and adjust speech speed and volume
When	Choose the optimal voice for your needs.
Back Out	Choose another voice or click Cancel in the dialog box.



Pronunciations...

What	Add, modify or delete entries in the Pronunciations Exceptions Dictionary
When	When the speech software mispronounces a word.
Back Out	Click Cancel in the dialog box.



See Appendix B for more information on speech options.

Speak Word

What	Speaks in the in-line predicted word or any of the word choices when they are selected with the selection box.
When	Use to hear a selected word choice.
How Else	Select *Speech & Scanning Options* to set an option for hearing a word when it is selected by using a mouse pointer, arrow keys or automatic scan.

Speak Sentence

What Speaks the in-line sentence as written thus far.

When Use to review the in-line sentence Useful for long sentences where part of the sentence is not visible in the Co:Writer Window.

How Else Select *Speech & Scanning Options* to set option to hear a sentence before it is transferred to the word processor.

Scan Words

What Moves the selection box through the predicted words.

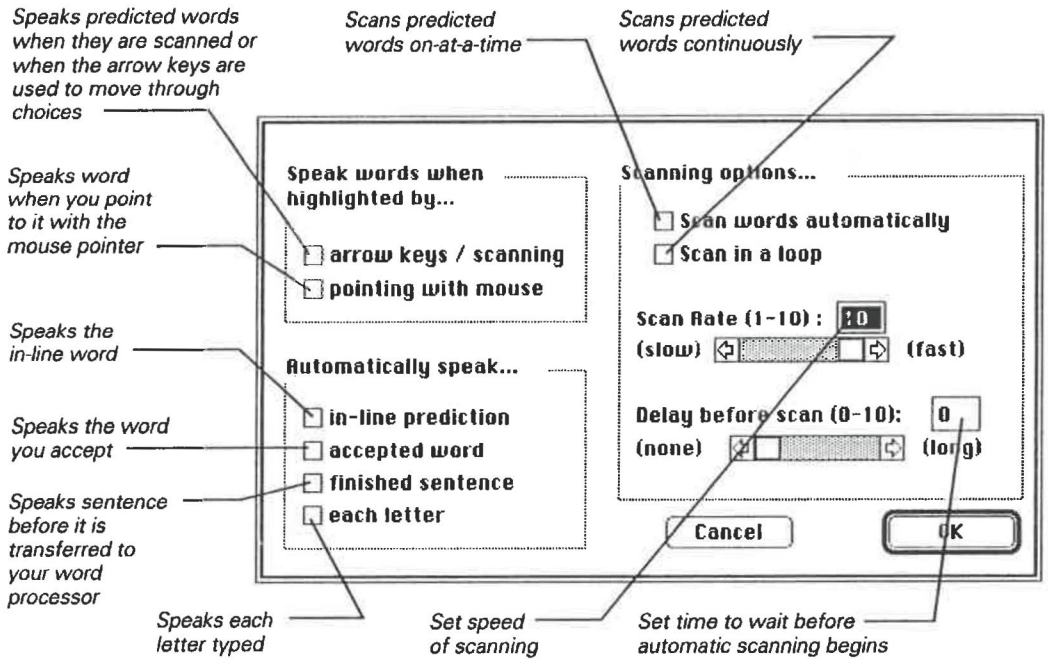
When Use to isolate each word choice or use if scanning is the preferred method for selecting words.

How Else Select *Speech & Scanning Options* to set option to automatically scan word choices. Useful with speech option.

Back Out Scan stops after selecting each word. Also, Esc stops scan.

Speech & Scanning Options

What	Sets several speech and scanning options.
When	Use to set or change speech and scanning preferences for the writer.
How Else	Select *Speak Word, Speak Sentence* or *Scan Words* in the *Speech Menu.*
Back Out	Click Cancel.


Speaks predicted words when they are scanned or when the arrow keys are used to move through choices
Scans predicted words on-at-a-time
Scans predicted words continuously
Speaks word when you point to it with the mouse pointer
Speaks the in-line word
Speaks the word you accept
Speaks sentence before it is transferred to your word processor
Speak words when highlighted by...
arrow keys / scanning
pointing with mouse
Automatically speak...
in-line prediction
accepted word
finished sentence
each letter
Scanning options...
Scan words automatically
Scan in a loop
Scan Rate (1-10) : 10
(slow)
(fast)
Delay before scan (0-10): 0
(none)
(long)
Cancel
OK
Speaks each letter typed
Set speed of scanning
Set time to wait before automatic scanning begins

Chapter 6
The Dictionaries

The dictionaries lie at the very heart of Co:Writer. There are 40,000 words in the main dictionary, and this number explodes when you consider all the word forms, endings, suffixes and prefixes that could be attached to words. For example, look at the variations of the word "communicate":

communicability
communicable
communicableness
communicably
communicant
communicate
communicated
communication
communicating

communication device
communication disorder
communicator
communicative
communicatively
communicativeness
communique
community
community spirit

uncommunicative
uncommunicable
non-communicative
uncommunicating
non-communicatively

anti-communist
non-community
anti-communism
post-communication
pre-communication

This chapter looks at the dictionaries that Co:Writer uses and explains some of the factors you need to consider when working with the dictionaries.

Using Dictionaries

Co:Writer uses three types of dictionaries:

- Its own main dictionaries
- A personal dictionary that the writer creates
- List of new words that is collected as the writer types

Main Dictionaries

Co:Writer has four dictionaries:

- 40,000-word dictionary
- 10,000-word dictionary
- 2,000-word dictionary
- 0-word dictionary

The smaller dictionaries are subsets of the largest one. In other words, all words in the 2,000-word dictionary are in the 10,000-word dictionary, which are all in the 40,000-word dictionary.

A word is included in a particular dictionary based on its frequency score. Each word has a frequency score from 0 to 31.

2,000-word Dictionary

Words that are used most often in the English language have the highest frequency scores and are included in the 2,000-word dictionary. Examples of these words are: "the," "is," "have," "of," "seem," "like," "want," "maybe," "because."

10,000-word Dictionary

The next level dictionary has 10,000 words. Those words having high to medium frequency scores are included. Examples of these words are: "siphon," "punctual," "bacteria," "balmy," "barbaric."

40,000-word Dictionary

The largest, 40,000-word dictionary includes all words with frequency scores down to zero. Examples of these words are: "cadence," "aberrant," "paella," "Machiavellian," "refulgent."

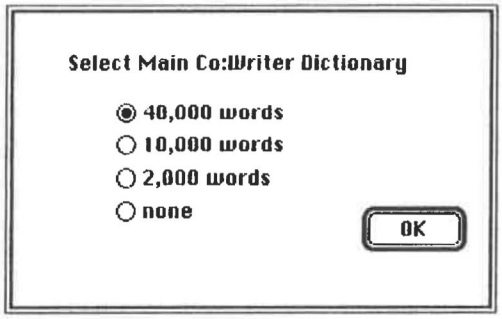
0-word Dictionary

Choose the 0-word dictionary when you want Co:Writer to predict only your personal or collected words.

Selecting a Main Dictionary

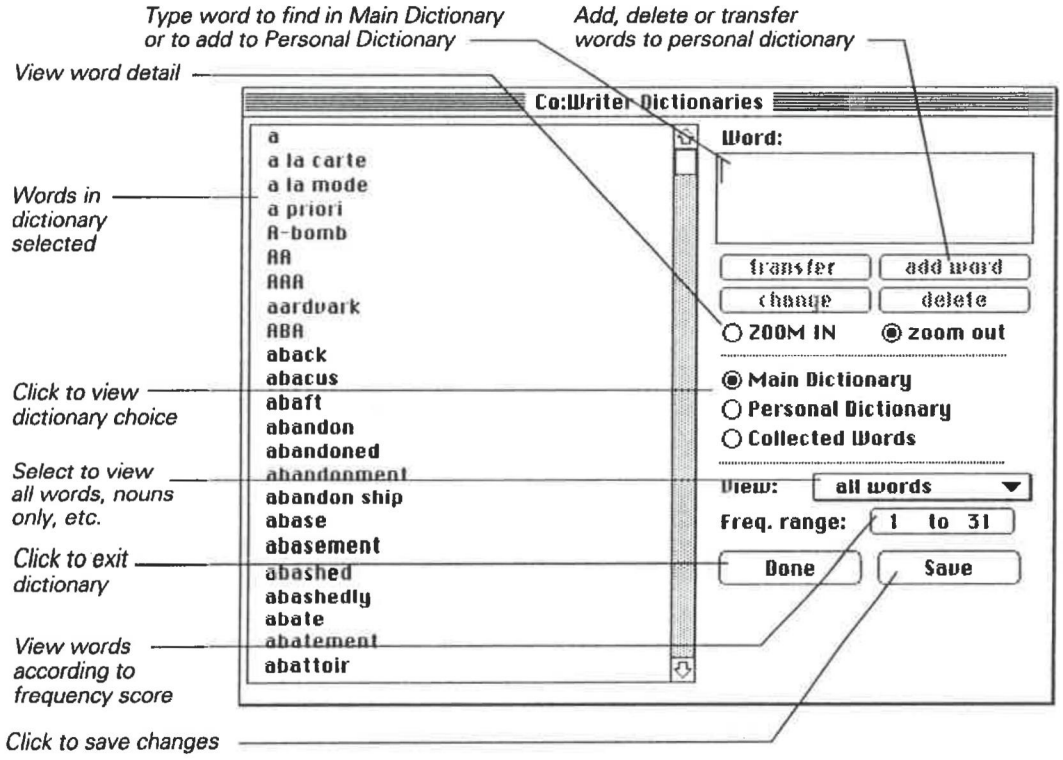
You may view words in any of the dictionaries.

Select *Main Dictionary Size...* in the *Options Menu.*



Editing a Dictionary

Select *Edit Dictionaries* in the *Edit Menu.*

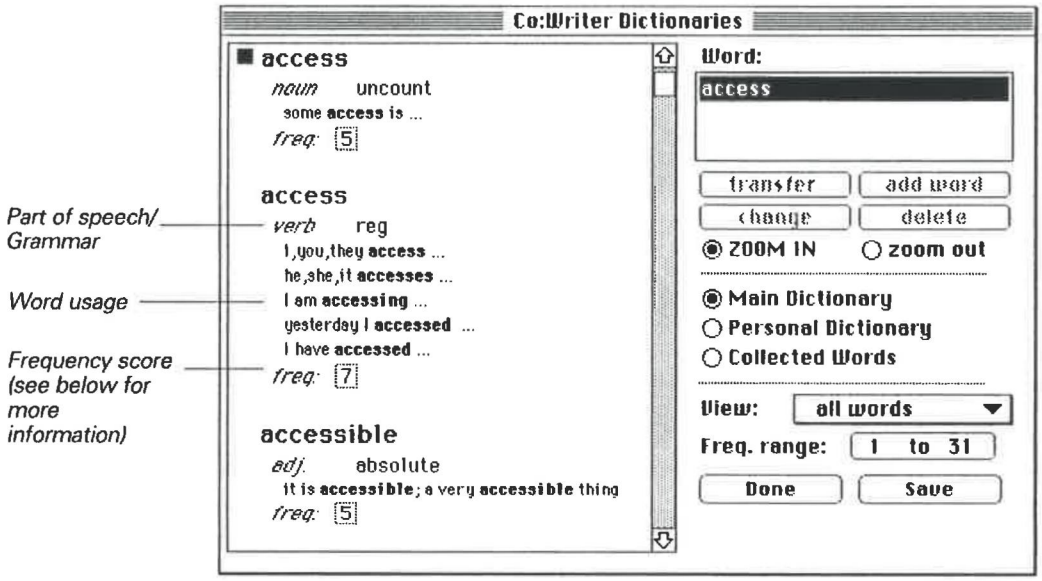


Tip: To find a word quickly, begin typing it in the word text box.

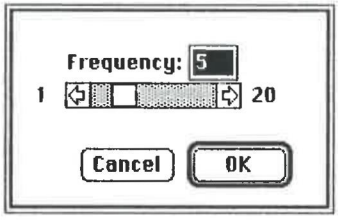
Tip: You may print the dictionaries, but be forewarned that the largest main dictionary may require more than 200 pages to print.

Grammar Attributes

To see grammar details of the words, click *Zoom In.*



If you want a word to have a higher or lower frequency than is assigned, you may adjust it. Click the frequency score.



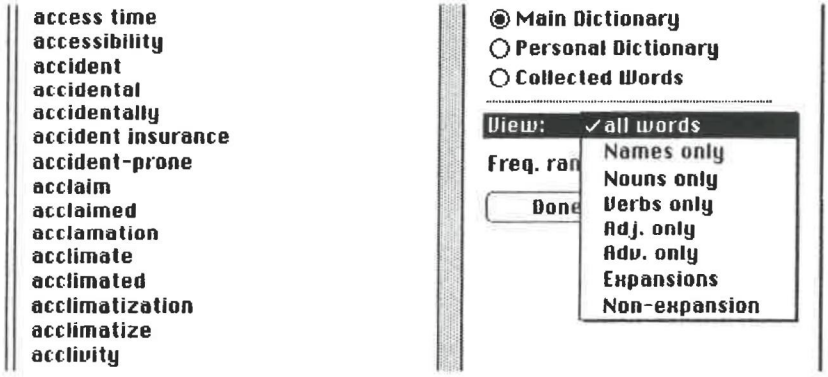
Warning!

Changing the frequency score of words in the main dictionaries could affect prediction dramatically. Words may be predicted where they are not appropriate because of an exceedingly high score. It is better to make no changes or only small changes in these scores.

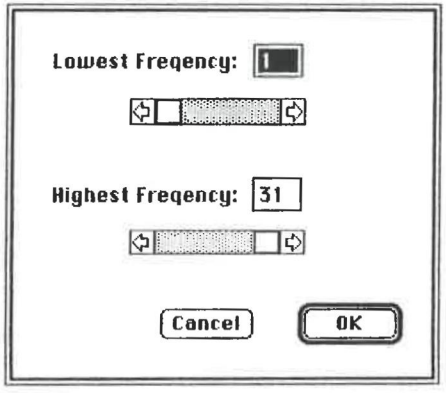
A frequency score of 20 is the highest score you may set. Words with scores 21 and higher cannot be changed.

Viewing Ranges

Because the largest dictionary contains 40,000 words, you may choose to view a range of words instead of the entire list. Use the View pop-up menu to display by parts of speech.



You may also display words according to their frequency score. Click the Frequency Range button. Then enter the range you want to view.



Personal Dictionary

The personal dictionary is the second type of dictionary that Co:Writer uses. It is the dictionary in which the writer may enter and store unique words. Examples:

- Names — Mary, John Smith, Bulldogs, Middleton Co.
- Places — Peoria, Eastdale School, Zanes Park
- Specialized spellings — theatre, realise
- Technical terms — occipital, vagus, sforzando
- Jargon — RAM, ADB, startup
- Slang — gotcha, knothead

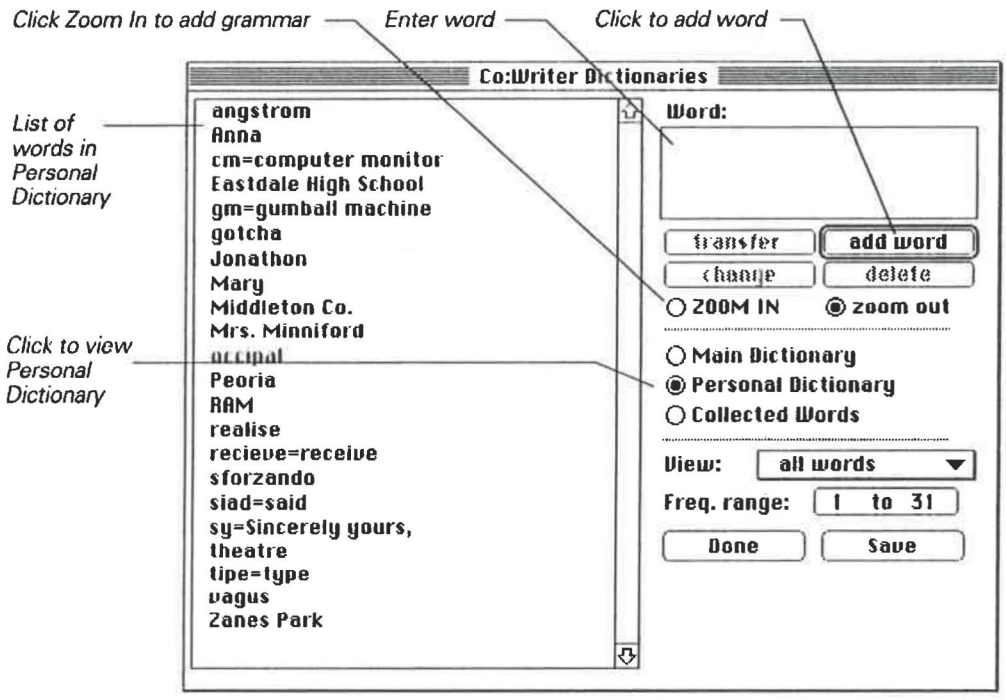
Tip: Entering personal words in your dictionary is not required for Co:Writer to use them. Co:Writer automatically collects new words as you type sentences and saves them in a Collected Words list. These words are also used for prediction. Be sure *Collect New Words* is checked in the *Options Menu*.

A few advantages of entering words in the personal dictionary are:

- Eliminate typing out new words while typing a sentence
- Set up very specific vocabulary
- Use *Save As...* to start a new writer file that includes the same personal dictionary
- *Collected Words* list shows only new and recent words
- Clearing collected words leaves personal words intact
- Assign and save grammar attributes for each word

Enter Words in Personal Dictionary

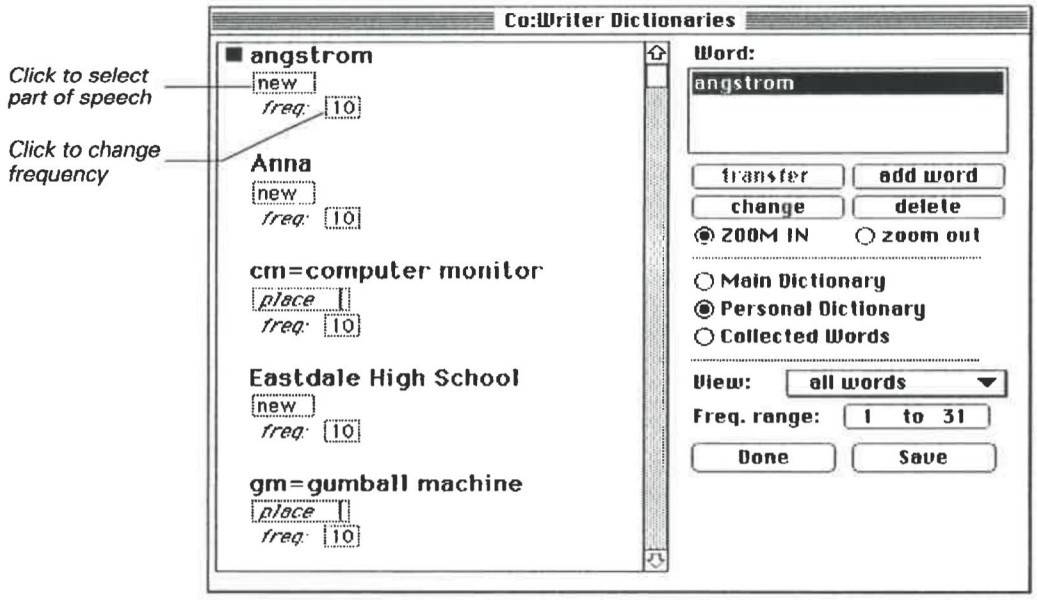
Select *Edit Dictionaries...* from the *Edit Menu*.



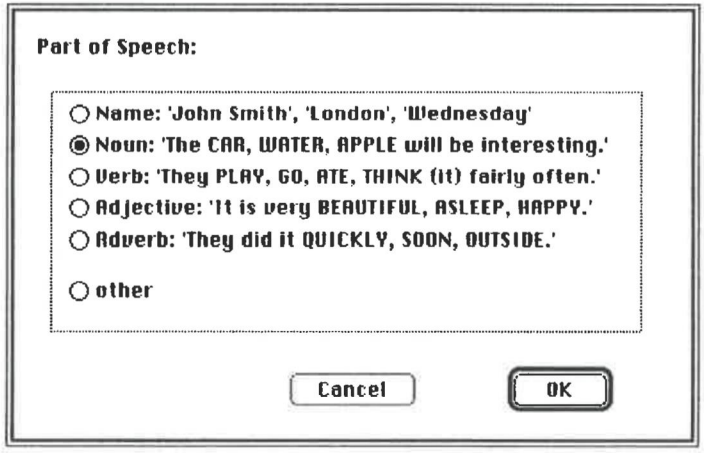
Tip: It is NOT required to add grammar attributes to personal words. They are still predicted using other statistics such as frequency and recency. Adding grammar attributes to a word lets Co:Writer know where, as well as when, to predict it within a sentence you are typing.

Add Grammar Attributes to Personal Words — Zoom In

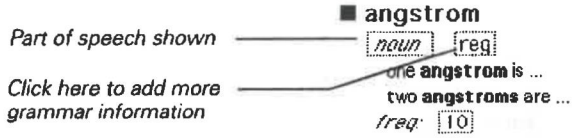
Select the word and click Zoom In. You may add as many or as few attributes as you desire.



Click the frequency to enter a new score. Click New to select the part of speech.

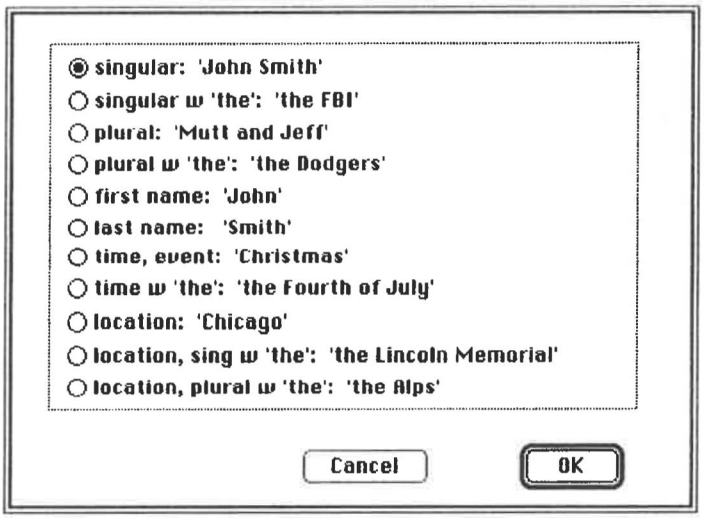

Part of Speech:
Name: 'John Smith', 'London', 'Wednesday'
Noun: 'The CAR, WATER, APPLE will be interesting.'
Verb: 'They PLAY, GO, ATE, THINK (it) fairly often.'
Adjective: 'It is very BEAUTIFUL, ASLEEP, HAPPY.'
Adverb: 'They did it QUICKLY, SOON, OUTSIDE.'
other
Cancel
OK

The part of speech is assigned to the word and there is a new area displayed which indicates the word type.

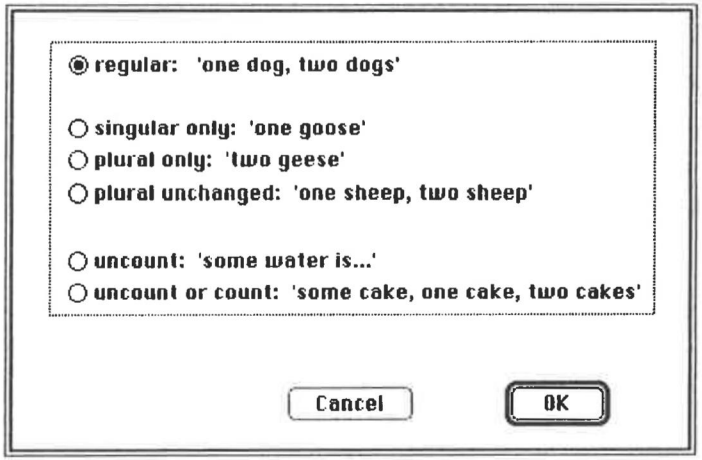


If you wish, click this area to select more information.

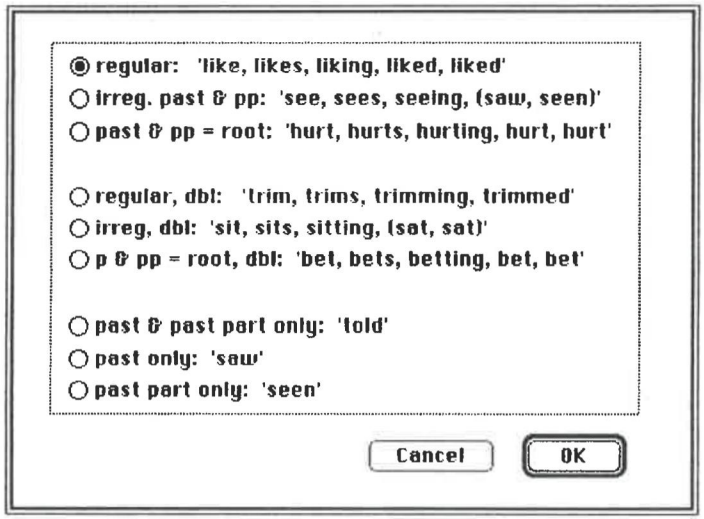
For Names —



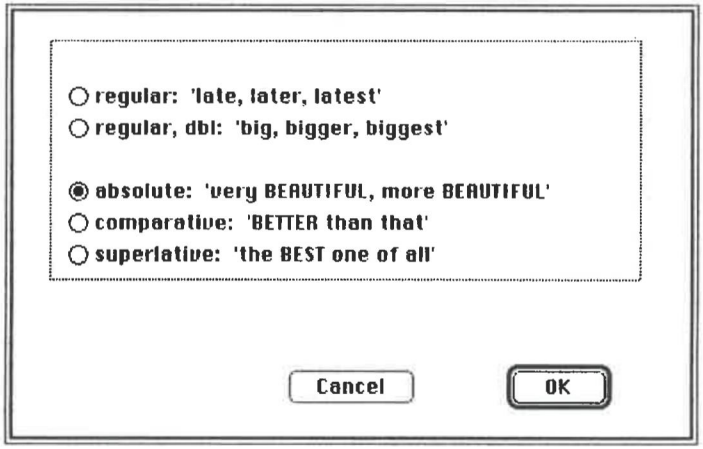
For Nouns —


regular: 'one dog, two dogs'
singular only: 'one goose'
plural only: 'two geese'
plural unchanged: 'one sheep, two sheep'
uncount: 'some water is...'
uncount or count: 'some cake, one cake, two cakes'
Cancel
OK

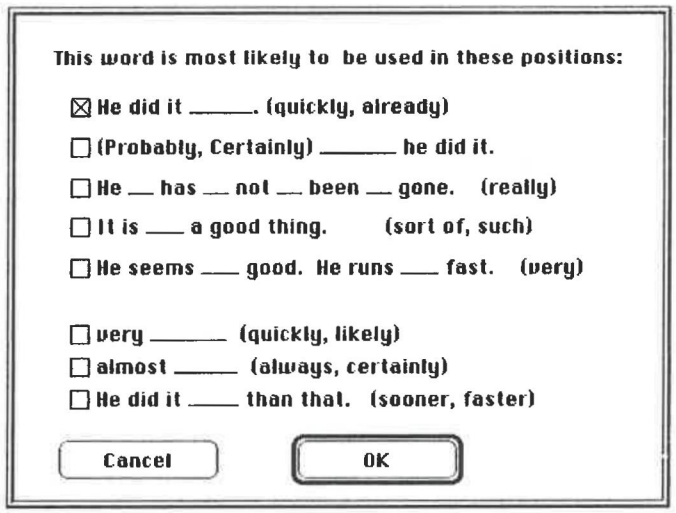
For Verbs —


regular: 'like, likes, liking, liked, liked'
irreg. past & pp: 'see, sees, seeing, (saw, seen)'
past & pp = root: 'hurt, hurts, hurting, hurt, hurt'
regular, dbl: 'trim, trims, trimming, trimmed'
irreg, dbl: 'sit, sits, sitting, (sat, sat)'
p & pp = root, dbl: 'bet, bets, betting, bet, bet'
past & past part only: 'told'
past only: 'saw'
past part only: 'seen'
Cancel
OK

For Adjectives —



For Adverbs —


This word is most likely to be used in these positions:
He did it _____. (quickly, already)
(Probably, Certainly) _____ he did it.
He __ has __ not __ been __ gone. (really)
It is ___ a good thing. (sort of, such)
He seems ___ good. He runs ___ fast. (very)
very _____ (quickly, likely)
almost _____ (always, certainly)
He did it ____ than that. (sooner, faster)
Cancel
OK

Again, it is NOT required to add grammar attributes to personal words. And you may add as much or as little as you like.

Collected Words

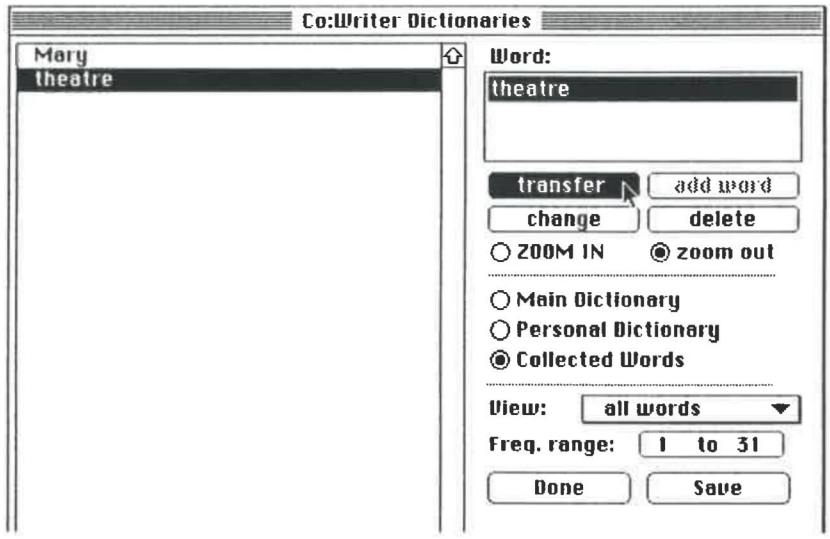
Collected words is the last type of dictionary that Co:Writer uses. These are the words that you have used previously in your typed sentences. As you type them, Co:Writer collects words it does not recognize (from your Main and Personal dictionaries), assuming that they are personal words that you will want later.

You may add grammar, delete a word or transfer a collected word to your personal dictionary anytime.

Typically, your order of work would be:

1. Type a new word in your sentence.
2. Select *Edit Dictionaries...* from the *Edit Menu.* Review the word in the collected words list, checking for spelling or appropriateness.
3. Make any corrections to the word.

4 Click Transfer to transfer the word to the personal dictionary.



Tip: Reviewing the collected words list lets you choose carefully the words in your personal dictionary, keeping it free of errors. Periodic maintenance of your personal dictionary and collected words can improve the overall performance of Co:Writer.

Examples of how to use the collected words list are:

- Review words before transferring them to the personal dictionary
- Check spellings and usage
- Monitor new words being used

Tip: Collected words can be deleted all at once by selecting *Clear Collected Words* from the *Options Menu*.

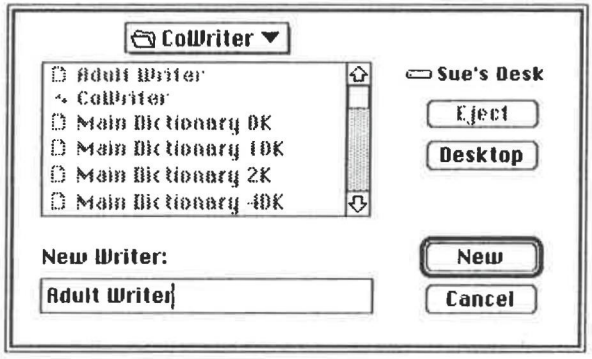
Sensitive Words

Sensitive words are words that describe body parts and may be "off-color" or plainly obscene, depending on your point of view. These types of words are included in Co:Writer's 40,000-word dictionary.

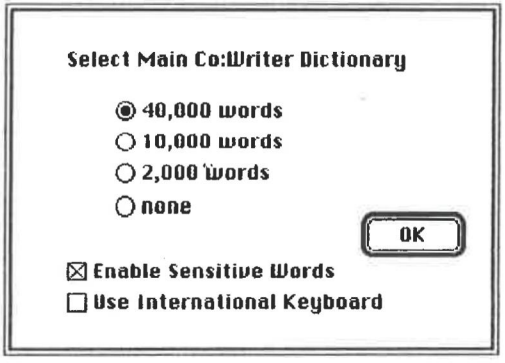
Because they may be offensive to some, their prediction is "disabled" initially with frequency scores of 0.

To enable their prediction:

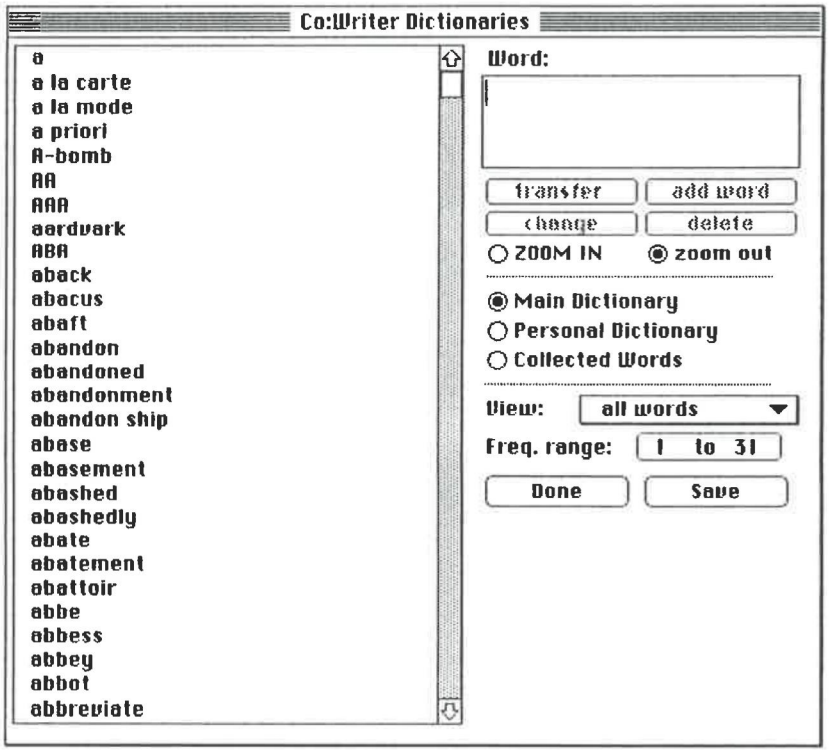
1 Select *New Writer* from the *File Menu.*



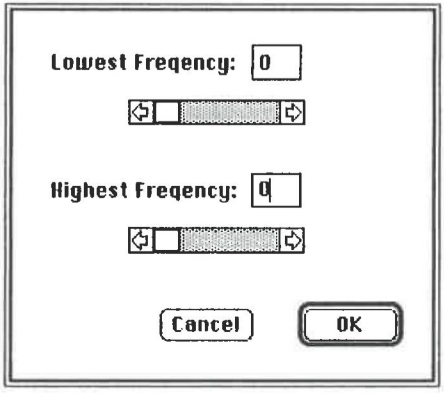
2 Select the 40,000-word dictionary in the dialog box. Check Enable Sensitive Words. Click OK.



3 Select *Edit Dictionaries...* from the *Edit Menu.* Select Main Dictionary.



4 Select the Frequency range button.



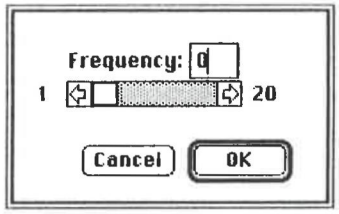
5 Type "0" in the Lowest Frequency field.

Tip: To view *only* sensitive words, type "0" for Highest Frequency as well. This will make it easier to edit their frequency scores.

Click OK.

6 Select the word or locate it by typing it in the word field.

7 Select *Zoom In*. Click the frequency field.



8 Change the frequency score. Click OK.

9 Click Save in the Edit Dictionaries dialog box to save the changes. Click Done.

Tip: Co:Writer will only predict the sensitive words that you choose to enable by typing a higher frequency score.

Appendix A

Demonstration Copies of Co:Writer

Once Co:Writer is properly installed, you can easily make demonstration copies of it for your associates. The demonstration copy is a fully functional copy of Co:Writer. This allows you to give a demonstration copy of Co:Writer to a friend so they can try it on their own computer. The demonstration copy will work three times.

A text file called "Read Me" is included with Co:Writer and should be distributed with any demonstration copies. It contains useful information about Co:Writer for your associates.

Making Demonstration Copies

To make a demonstration copy of Co:Writer, you will need to format either one high-density, or one or two low-density (800K) floppy disk(s). If you are not sure how to do this, check your Macintosh Reference.

1. On a floppy disk, make a new folder by selecting *New* (⌘N) from the *File Menu*.
2. Name the folder "CoWriter Demonstration."
3. Open the CoWriter folder on your hard drive.
4. Drag the Co:Writer files from your hard drive to the new folder on the floppy disk. You should copy the following files:

   - Read Me
   - CoWriter
   - at least one Main Dictionary file (Main Dictionary 0K, Main Dictionary 2K, Main Dictionary 10K, or Main Dictionary 40K)
   - a Writer file (Sample Writer is a good choice)

   If you are copying the files onto a low-density (800K) disks, you may have to use a second disk for the Main Dictionary file.

You can include only the Main Dictionary that your associate needs; Co:Writer does not require that all four dictionaries be installed.

Note: If your associate wishes to use Co:Writer speech options, they must have the appropriate speech files installed in the System Folder of their hard drive. These files should be put into the Extensions folder.

- DJ Speech Access
- Sound Manager
- Speech Manager

Installation of these files enables the use of the basic voice "Marvin" to try out the speech options of Co:Writer.

5 Make a photocopy of pages A-3 to A-4.

6 Give the disk(s) and documentation to your associate.

Tip: If you make demonstration copies of Co:Writer frequently, set up a demonstration folder on your hard drive so you can quickly copy it.

Installing Demonstration Copies

To install the demonstration copy of Co:Writer on another computer:

1. Drag the Co:Writer Demonstration folder from the floppy disk(s) to the hard drive icon of the new computer.

2. Make sure the Main Dictionary, Writer file and Co:Writer application are all in the same folder.

   To use Co:Writer speech options, the appropriate speech files must be installed in the System Folder of the startup drive.

3. Drag these files to your System folder. They should be placed into the Extensions folder.

   - DJ Speech Access
   - Sound Manager
   - Speech Manager

   Installation of these files enables the use of the basic voice "Marvin" to try out the speech options of Co:Writer.

4. Restart your computer.

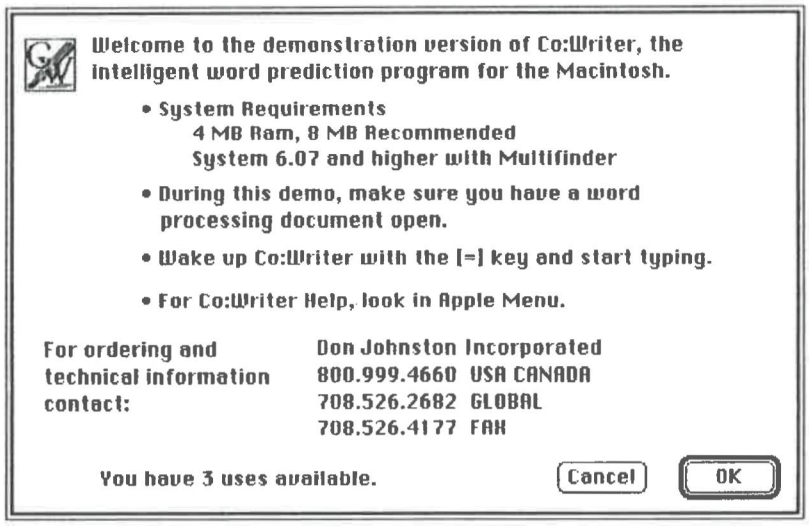
Using Demonstration Copies

A "Read Me" file is included with your demonstration copy of Co:Writer. (The "Read Me" file is a TeachText document. The TeachText application was included with your Macintosh System Software.) Please read it for additional information about this demonstration copy.

To use Co:Writer:

1. Open the Co:Writer Demonstration folder.

2. Launch the Co:Writer application by double clicking it. The following screen appears:


Welcome to the demonstration version of Co:Writer, the intelligent word prediction program for the Macintosh.
• System Requirements
4 MB Ram, 8 MB Recommended
System 6.07 and higher with Multifinder
• During this demo, make sure you have a word processing document open.
• Wake up Co:Writer with the [=] key and start typing.
• For Co:Writer Help, look in Apple Menu.
For ordering and technical information contact:
Don Johnston Incorporated
800.999.4660 USA CANADA
708.526.2682 GLOBAL
708.526.4177 FAX
You have 3 uses available.
Cancel
OK

This screen provides information about sales and technical support, the number of Co:Writer trials remaining, how to get started, what the system requirements are and where to find on-screen help. Click OK to complete the Co:Writer launch.

3 Return to the Finder by clicking on the desktop or selecting *Finder* from the *Application Menu.*

4 Find the word processing application you want to use. Double click the application icon to launch it.

5 When the word processing document is open, press [=] to "wake up" Co:Writer. Begin typing.

Appendix B

Speech Options

Co:Writer can be used with several types of speech and speech synthesizers.

- MacInTalk II voices (included with Co:Writer)
- MacInTalk II Pro voices
- MultiVoice™ speech synthesizer
- InfoVox speech synthesizer
- Eurovocs speech synthesizer

MacInTalk II

MacInTalk II converts typed text into audible speech. MacInTalk II voices are included with Co:Writer.

Features

- Offers several speech voices to meet users' preferences
- Allows you to customize voice speed and volume
- Lets you switch between voices quickly and easily
- Includes a Pronunciation Exception Dictionary so you can enter words phonetically and hear them spoken correctly

Voices

Voice	Memory Required (RAM)
Ben	500K
Boris	500K
Brenda	500K
Mariel	500K
Marvin	500K
Mr. Hughes	500K
Otis	500K
RoboVox	500K
Votron	500K
Xero	500K

MacInTalk II Pro

MacInTalk II Pro (DJ ProPack Speech Module) is highly intelligible text-to-speech with more sophisticated ways to interpret and speak text.

- Man's and woman's voices for high-quality speech
- Constructs speech by following built-in knowledge of grammar, syntax and contextual rules
- Pronounces numbers and words correctly in context. "Dr. Smith lives at 42 Hilltop Dr." is spoken as "Doctor Smith lives at forty-two Hilltop Drive"
- Includes a Pronunciation Exception Dictionary so you can enter words phonetically and hear them spoken correctly

Voices

Voice	Memory Required (RAM)
Female voice	2.3 MB
Female voice, Compressed	1.7 MB
Male voice	2.7 MB
Male voice, Compressed	1.8 MB

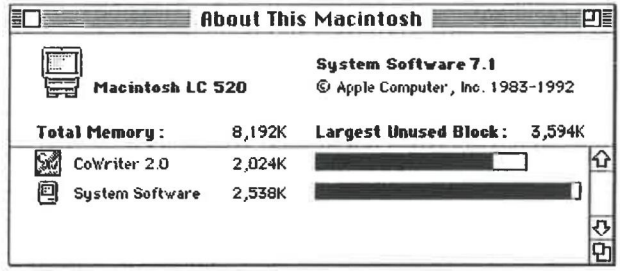
System Requirements

To use the MacinTalk II Pro (DJ ProPack Speech Module), you need:

- Macintosh with hard drive
- 8 MB RAM minimum
- System 7 and higher

Memory Management and Speech Software

You must have enough available memory to use the MacinTalk II and MacinTalk II Pro voices. To determine how much memory you have available, go to the Finder and select *About This Macintosh...* from the *Apple Menu*. This window shows you how much memory each open program is taking.



In this example, you have enough available memory to run either a MacinTalk II or a MacinTalk II Pro voice.

When you choose a voice, your software uses it for all text-to-speech output until you choose a new voice. The chosen voice is used only for the current software program. You may choose a different voice for each of the speech-ready software programs on your computer.

Tip: Choose the same voice for each open application to conserve memory.

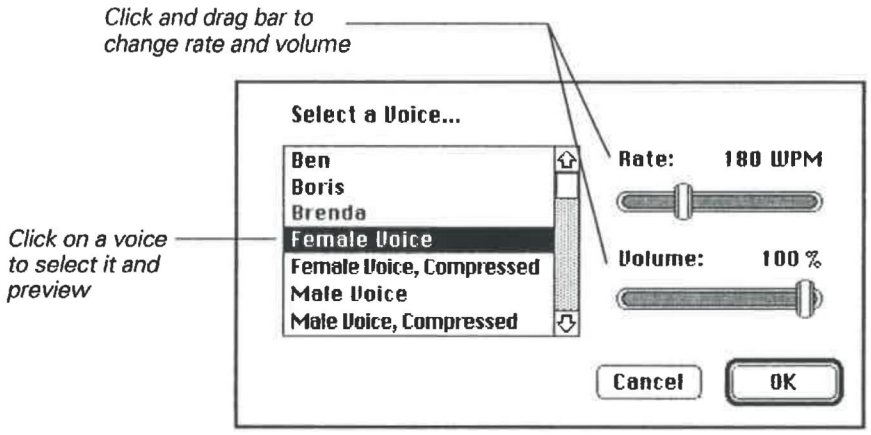
Choosing Voices, Speed and Volume

Use the Voice Selector to choose voices and adjust the speech rate and volume. Any changes made in Voice Selector will affect only the software you're currently using. Other speech-ready software on your computer will keep any voice settings you chose for those programs. The Voice Selector does not alter other system settings such as alert sounds and speaker volume.

1 Select *Voice Settings* from the *Speech Menu.* The Voice Selector dialog box opens.

The list of voices in Voice Selector will differ depending on whether you are using MacinTalk II, MacinTalk II Pro or an external speech synthesizer.

2 With the Voice Selector dialog box open, scroll through the voice list and highlight one to hear its sound.



3 Click the Rate bar and drag to speed up or slow down the voice. The system speaks the new speed using the highlighted voice.

4 Click the Volume bar and drag to raise or lower the voice volume. The system speaks the volume percentage using the highlighted voice.

The voices will sound a bit different depending on which type of speech synthesizer your computer uses. Experiment with the different voices, rates and volumes to determine the best settings for your application.

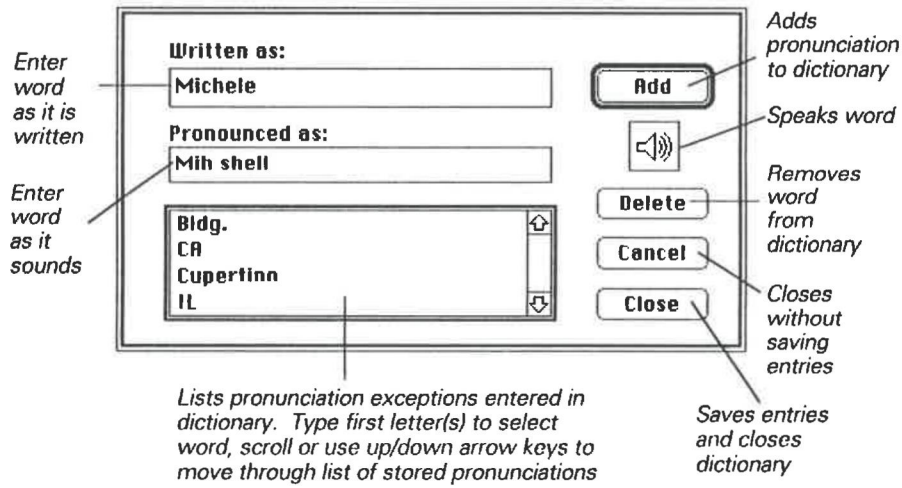
5 Click OK to save changes and exit dialog box.

Pronunciation Exceptions Dictionary

The built-in speech will not always pronounce words exactly as you want; abbreviations and proper names are often mispronounced. Make your application speak certain words first. If the pronunciation isn't exact, use the Pronunciation Exceptions Dictionary to type out words phonetically so they're spoken correctly.

The dictionary already contains pronunciations for many common abbreviations and proper names. Add your own to the list whenever you encounter a mispronounced word.

1 Select *Pronunciations...* from the *Speech Menu*. The Pronunciation Exceptions Dictionary opens.



2 Type in the word you want to specify a pronunciation for.

3 Tab to the next field and type in a phonetic entry for the word or choose a pronunciation from the list provided. Enter up to 32 characters.

4 Click the Sound button to hear the pronunciation. Make fine adjustments to the phonetic entry until the word is pronounced correctly. Click Add to save the word to the dictionary.

5 Click Close to exit the dialog box.

The Pronunciation Exceptions Dictionary applies to any speech-ready software on your computer. You need to enter a special pronunciation into the dictionary only once; MacinTalk II will speak it correctly from then on.

Tips for Entering Pronunciation Exceptions

- Be generic when entering pronunciation; use phonetic spelling
- Try several combinations and listen to decide which pronunciation is best
- Add vowels to force a long vowel sound
- Add consonants to force a short vowel sound
- Insert a space to pause between syllables
- Specify abbreviations in the exceptions table only if there is only one way to pronounce the word it represents. Remember, MacinTalk II Pro will correctly pronounce the abbreviation without adding it to the exceptions dictionary

Speech in Applications

MacinTalk II or MacinTalk II Pro sounds automatically replace MacinTalk sounds. You do not have to make individual adjustments to your programs.

Digital speech and pre-recorded sounds will not be affected.

Programs that use only older MacInTalk are still fine when operated alone. However, you cannot use them at the same time as programs with the new MacInTalk II.

Using Two or More Speech-ready Programs

Older programs that use MacInTalk may be incompatible with MacInTalk II and MacInTalk II Pro.

To run a program that has MacinTalk II or MacinTalk II Pro speech with another program, make sure the other program is updated with at least MacinTalk II speech.

External Speech Synthesizers

You may use an external speech synthesizer to provide speech output from your computer. Like MacinTalk II Pro, a speech synthesizer provides high-quality speech.

Commonly Used External Speech Synthesizers

▶ MultiVoice	English language
▶ InfoVox	Dutch, German, French, English
▶ Eurovocs	French, German, Spanish, Italian, Swedish, Danish, Norwegian, Icelandic

See your synthesizer's manual for system requirements and complete information on using your device.

Appendix C
System Tips

Using Several Applications at Once

You may work with Co:Writer even when you are using more than one application. When you switch applications, Co:Writer switches with you. Follow these guidelines:

- Launch Co:Writer first.
- Launch the program you use the most frequently next.

When you have several applications open, Co:Writer needs to know which application it is working with. First, click the application you want. Then type the wakeup key for Co:Writer. Co:Writer jumps to the front and "attaches" itself to your application.

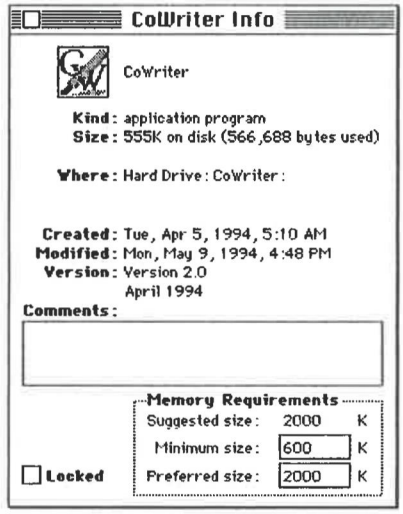
It remains attached until you activate another application. When you do, press the wakeup key again and Co:Writer "attaches" to the new active application.

Memory Management for Co:Writer

Sometimes you may need to make adjustments in your use of the computer's random-access memory (RAM) in order to work efficiently with Co:Writer and other programs.

Co:Writer requires that you have two applications open at the same time: Co:Writer plus a word processor (or other application). Each program allocates a particular amount of memory when it is launched. You can find out how much memory is allocated to a program by selecting the application icon and choosing *Get Info...* from the *File Menu*.

The Info window lists version information and memory requirements for your application programs. The "preferred size" (or "current size") listed in the Info window is not a permanent setting. It may not always match the "suggested" application size, which is the manufacturer's recommended size for optimal program performance. Many programs run fine when somewhat less memory is allocated to them, but will run faster or more efficiently when set to the suggested size. Consult your application program documentation to see how much memory is necessary to run the program.



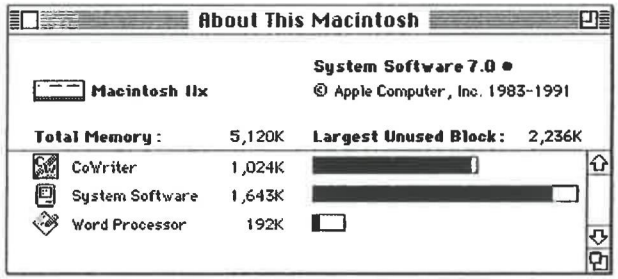
For Co:Writer, the suggested size is 2000K. That is also the preferred size to have all program features available.

Co:Writer will run at a minimum size of 600K, but you may be limited to the program features available. Use the following chart as a guide:

Main Dictionary	**Preferred size (minimum)**
40K (40,000 words)	2000K
10K (10,000 words)	1200K
2K (2,000 words)	800K
0K (zero words)	600K

The system file also automatically allocates the memory it requires when you boot your computer. The size of your system will depend on the types of files you have in use (such

as fonts, sounds, inits or extensions). You can check the size of your system by selecting *About this Macintosh...* from the *Apple Menu*.



With all of these demands on your computer's RAM, you can begin to see why it is important to understand memory management.

If you are not familiar with the methods for determining how much memory is available for program use, please review the section on system management in your *Macintosh Reference Manual*, which came with your computer. This reference contains lots of valuable system management tips that may help you to understand and better use your computer.

What to Launch First

You should launch the application you use most often on a continuous basis. If you want to use Co:Writer all day with different applications, launch it first.

By launching Co:Writer first, you can be assured that it is assigned all the memory that you want it to have. Co:Writer performs best (faster with better predictions) when its application size is set to 2000K in the Info window. That may be important to you for productivity and accuracy. Most applications will operate on less memory than their current size. You may have seen the dialog box that asks you if you want to open an application with less available memory.

When you are using Co:Writer and a word processor, you may want to assign less memory to the word processor. When they are being used together, Co:Writer is doing all the work of text entry. The word processor is simply standing ready to receive text generated in Co:Writer.

Launch With Aliases (System 7 only)

CoWriter alias

System Software 7.0 allows you to create aliases for applications which let you launch applications from the desktop, Apple Menu or upon Startup. An alias icon looks like your application icon, but it is simply a link to let you launch an application from one place while the application is somewhere else. The name of an alias is always shown in italics.

From the Desktop

Make an alias of the Co:Writer application and keep it on your desktop for easy access. Double click the alias icon to launch Co:Writer. You may want to keep an alias of your word processor on the desktop as well.

Tip: Save yourself a step by launching both Co:Writer and your word processor at the same time. First, select both aliases. To do this, use either the shift-click method or the drag-enclose method. (Check the section on selecting icons in your Macintosh Reference Manual if you are not sure how to do this.) Then choose *Open...* from the *File Menu*. Both programs will launch.

From the Apple Menu

Make an alias of the Co:Writer application and put it in the Apple Menu folder. Co:Writer launches when you select it from the Apple Menu. You can do the same with other applications, like your word processor and other documents you use frequently.

From Startup

Make an alias of the Co:Writer application and put it in the Startup folder. When it is in the Startup folder, Co:Writer automatically launches when you turn on the computer. You can do the same with other program aliases, but keep in mind they will always open up when your computer starts up. You may want to rename your Co:Writer alias "*Co:Writer Alias" to ensure that it loads into memory before other startup programs.

Application Ideas

Besides the keyboard, there are several ways to use Co:Writer. Here are a few of them.

Write:OutLoud™ and Co:Writer

Write:OutLoud is the talking word processor that is easy and fun for elementary students yet useful and productive for secondary students. Use it with Co:Writer for maximum writing productivity. Write:OutLoud is published by Don Johnston Incorporated.

Ke:nx® and Co:Writer

Ke:nx is the Macintosh interface that provides keyboard and mouse alternatives so that people with physical or cognitive limitations can access their computers. With Ke:nx, a person can attach an alternate keyboard, use Morse Code, use a single single switch for scanning or other methods to enter text and mouse commands. Ke:nx is made by Don Johnston Incorporated.

Ke:nx On:Board® and Co:Writer

Ke:nx On:Board is the complete alternate keyboard with Power Mouse™ and speech output features to use with your Macintosh in the classroom, at home, at work or on the go. It has extra large keys which operate all mouse and keyboard functions and fits neatly over the PowerBook computers. It is also made by Don Johnston Incorporated.

TouchWindow® and Co:Writer

The Macintosh TouchWindow is a mouse input touch screen that works well in combination with Co:Writer. Set Co:Writer word choices with double spacing and let fingers point to select. Letters are typed on the keyboard, or use the On Screen input method through Ke:nx to "type" the letters. The Macintosh TouchWindow is made by Edmark Corporation and is available from Don Johnston Incorporated.

Appendix D
Problem-Solving

Read through this section if Co:Writer is not working properly. Look for your situation and try the suggested solutions. If you continue to have difficulty, contact Don Johnston customer service for additional assistance.

I'm trying to type in my serial number and I keep getting a "this serial number is not valid" message.

- Type the serial number exactly as listed on your disk.
- Make sure CAPS LOCK is off.
- Don't type spaces between numbers.
- Type 0's (zeros). No letter O's are used.

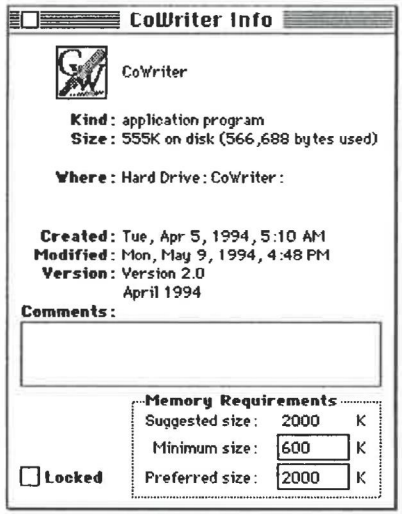
I installed Co:Writer and now I have a demo version on my computer.

- Installation was not completed correctly; repeat the installation process to install a full version of Co:Writer.
    - Make sure any virus protection software on your computer is disabled (turned off) before you install.
    - Cancel system extensions when you restart your computer. To do this, hold Shift down as you start up your computer.
    - Make sure your Co:Writer disk is not locked before you install. Look at the tab on the back upper-left side of the floppy. If it is in the down (closed) position, the disk is locked. Slide the tab up to unlock.

My computer is telling me there's not enough memory to launch Co:Writer.

- Other open applications may be taking up the RAM you need to run Co:Writer. Close any open applications that you do not need. Then try launching Co:Writer again.

- Change the preferred size for Co:Writer in the Info window.



Assigning less memory to Co:Writer lets you open the program with a minimum amount of RAM available, but you may be unable to use some of the program features. Review to the section on system management in your *Macintosh Reference Manual* to help you better understand system memory.

I don't have enough memory to open my word processing application.

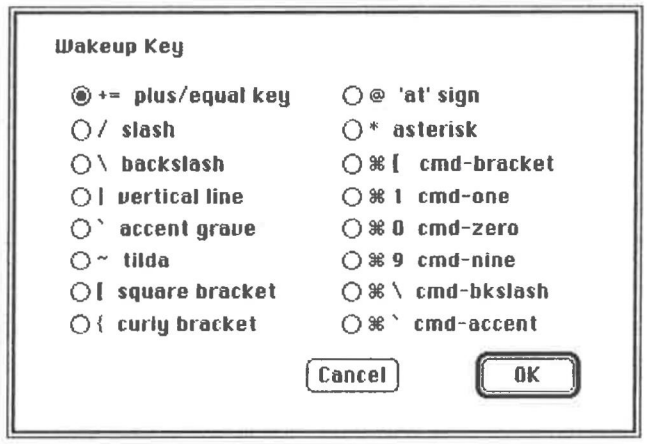
- Close any open applications that you don't need. Then launch your word processor. Use the *Application Menu* to see which programs are open. Highlight a program to bring it to the front so you can close it.

- Assign less memory to the word processing application. Co:Writer does all the work of text entry; the word processor is only present to receive the text you generate in Co:Writer.

I'm typing my wakeup key, but the Co:Writer window doesn't appear.

- Check the *Application Menu* to make sure Co:Writer is open. Launch Co:Writer if necessary.

- Your wakeup key may have been changed. Select Co:Writer from the *Application Menu.* Pull down the *Options Menu* and select *Wakeup Key.* Check to see which key is selected or change your wakeup key.



- If you have several word processing documents open, Co:Writer may have gotten detached from your word processing application. Select Co:Writer from the *Application Menu,* then click your word processing document window. Type the wakeup key again to attach Co:Writer.

Co:Writer won't send text to my word processor.

- Make sure you have a word processing document open. Check the *Application Menu* to see a list of what applications are open. Select your word processor if it is open. If it is not, select *Finder*, then locate and open a word processing application.

- Co:Writer has to be "attached" to a word processing document so it knows where to send the text. Use the wakeup key (+ or =) to attach Co:Writer to your word processor.

  1. Launch Co:Writer.
  2. Launch the word processor.
  3. Press + to attach Co:Writer to the application.

  You can have many word processing documents open at the same time. Click on the application menu to bring one of the applications to the front. Then use the wakeup key to attach Co:Writer to that application to enter text.

I can't type numbers in my sentence.

- You need to be in True Keys mode so Co:Writer knows that you are typing numbers, not accepting predicted words. To start True Keys mode, press Esc or ⌘ = . The cursor changes to white so you know you're in True Keys mode. Type Esc or ⌘ = to turn off True Keys.

  You may also type numbers in Co:Writer by turning off the number display for word choices. Select *Hide Numbers* from the *Format Menu*. You cannot select word choices, so now Co:Writer knows the numbers you type are truly numbers.

I can't see my whole sentence when typing in Co:Writer.

- Long sentences scroll to the left and out of view of the Co:Writer window. Select *Size Window to Fit* from the *Format Menu* to expand the Co:Writer window and view more of the sentence. You may also press ⌘ T or select *Speak Sentence* from the *Speech Menu* to hear your entire sentence.

I can't change my Co:Writer options.

- Make sure Co:Writer is the active application. The *Application Menu* looks like this when Co:Writer is active:

- Type the wakeup key (+ or =) to wake up Co:Writer. The Co:Writer menus are now available. Pull down the *Options Menu* to select items.

I'm getting strange words with my predicted word choices.

- With *Collect New Words* on, Co:Writer collects any word that's not already in a dictionary. It collects misspelled words and includes them with predictions. Turn *Collect New Words* off to eliminate the possibility of collecting misspelled words. If you have *Collect New Words* on and want to remove misspelled words, first review all collected words. Select *Edit Dictionaries...* from the *Edit Menu*. Highlight the unwanted words and click Delete. Then transfer words you want to keep to your Personal Dictionary. Highlight those words and click Transfer. To clear all collected words, select *Clear Collected Words*. Remember that all your collected words will be erased.

Co:Writer isn't pronouncing some of my words correctly.

- Some words, like names of people and places and words with complex spellings, are difficult for MacInTalk II to speak. Co:Writer provides a Pronunciation Exceptions Dictionary so you can specify how a word should sound. Refer to Appendix B to learn how to get Co:Writer to speak these words correctly.

Co:Writer won't talk.

- Make sure Co:Writer was installed properly. Reinstall the software if necessary.

- The voice you're using may not be working properly. Select another voice from Voice Selector. If that voice works, reinstall the speech files to correct the problem with the original voice.

- If you are running Co:Writer with another talking program that uses MacInTalk, Co:Writer will not work properly. Make sure to update all other programs with MacInTalk II. If you are using the DJ ProPack Speech Module with Co:Writer, make sure the other programs are updated with MacInTalk II Pro. Contact individual software manufacturers for upgrade availability.

- Make sure Sound Manager, Speech Manager and DJ Speech Tools are installed on your computer. Look in the Extensions folder in your System folder.

- If you are using a system earlier than System 7.1, make sure you have the QuickTime™ 1.6 system extension in your System folder. If you don't have it, add it to your System folder. You can obtain the QuickTime extension from a major on-line bulletin board service or from Don Johnston customer service.

- If you are using Voice Navigator, Co:Writer will not talk. Voice Navigator controls all speech from your computer.

I chose a voice, but Co:Writer is using a different one to speak.

- You probably chose a voice that requires more RAM than your system has available at the time. When you run out of memory, Co:Writer automatically chooses the default voice to speak. Go to the Finder and select *About This Macintosh...* from the *Apple Menu* to see how much RAM is available. Then choose an appropriate voice. See Appendix B for more information about choosing a voice.

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